

Scoil Eoin Phóil

Green Lane, Leixlip, Co. Kildare W23FY81

Roll No: 19684O

Charity Number: 20124922

Telephone: 01-6243130

Email: office@scoileoinphoilleixlip.ie

Website: www.scoileoinphoilleixlip.com



Internet Acceptable Use Policy 2022/23

Introduction

This policy has been developed by the Principal, Deputy Principal, teachers and representatives of parent(s)/guardian(s) and representatives of the Board of Management. This policy replaces the original Acceptable Use Policy from 2007.

Aims

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

To Whom Does This AUP Apply?

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Eoin Phóil.

It also applies to members of staff, volunteers, parent(s), guardian(s) and others who access the internet in Scoil Eoin Phóil.

School Strategy for the Use of the Internet

Scoil Eoin Phóil implements the following strategies in order to maximise learning opportunities and promote safe use of the internet:

- Permission will be requested from parent(s)/guardian(s) for the child to access the internet in school. See attached form.
- Internet sessions for the pupils will always be supervised by a teacher.
- The teacher will regularly monitor pupils' internet usage.
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- •Virus protection software will be used and updated on a regular basis
- Filter Level 4 will be used to minimise the risk of exposure to inappropriate material.
- Pupils, parent(s) / guardian(s) and staff are made aware of our Anti Bullying Policy in relation to Social Media.

Anti Bullying Policy

- Workshops / talks on online safety and Cyberbullying are organised regularly for pupils, staff and parent(s) / guardian(s).
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will respect the right to privacy of all other members of the school community.
- Pupils will respect copyright and acknowledge creators when using online content and resources.
- Misuse of the internet will result in disciplinary action. See under

Sanctions.

Web Browsing and Downloading

Content Filtering

Scoil Eoin Phóil operates Level 4 on content filtering on the Schools Broadband Network.

Level 4 allows access to millions of websites including games and YouTube but blocks access to websites belonging to the Personal Websites category and websites such as Facebook belonging to the Social Networking category.

- Pupils must only browse the internet under the direction and supervision of a teacher. Pupils taking steps to by-pass the content filter by using proxy sites or other means will be subject to disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, detention, suspension or expulsion.

- Pupils will use the school's internet connection for educational activities only.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Pupils and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Email and Messaging

- The school email address is to be used for educational purposes only. The school email address is the property of Scoil Eoin Phóil.
- Pupils will not use school email accounts to register for online services such as social networking services, apps and games.
- Pupils will be made aware that email communications and content are monitored.
- Pupils must immediately report to the class teacher the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and they must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Pupils will not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not use school email accounts or access personal emails on school devices.
- Pupils will not reveal their own or other people's personal details such as addresses and telephone numbers, pictures or passwords.
- Pupils will not arrange face to face meetings with someone they only know through emails or internet.
- Pupils will not have access to chat rooms or discussion forms

Remote teaching and learning:

Teachers who engage in remote learning for very high-risk students will adhere to the procedures outlined in our Remote teaching and Learning plan.

Social Media

- Use of instant messaging services and apps including Snapchat, Whats App, etc. are not allowed in Scoil Eoin Phóil or on any school devices.
- Use of blogs such as Word Press, Tumblr etc. are not allowed in Scoil Eoin Phóil at this time.
- Use of video streaming sites such as YouTube and Vimeo etc. are not allowed in Scoil Eoin Phóil except by teaching staff for educational purposes.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Scoil Eoin Phóil community. This applies to both in school online communication and outside of school online communication.
- Staff and pupils must not post or share personal information about pupils, staff and other members of the Scoil Eoin Phóil community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Scoil Eoin Phóil into disrepute.
- Staff and pupils must not represent their personal views as those of Scoil Eoin Phóil on any social medium.

Personal Devices

- Pupils are not allowed to bring personal internet-enabled devices e.g. tablets, gaming devices, digital music players etc. into school or on out of school activities.
- Smart watches are to be disconnected from phones or any other devices while on school grounds.

Mobile Phones

Pupils are not permitted to have mobile phones on the school grounds or on school outings, trips or tours. Please see our Mobile Phone Policy for further details.

Images & Video

- In Scoil Eoin Phóil pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is allowed with the permission of the teacher and/or the Principal and only when using school digital cameras or IPAD and once care is taken that no harm is done to staff or pupils of Scoil Eoin Phóil.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

- Written permission from parent(s) or guardian(s) will be obtained before photographs of pupils are published on the school website. This will be obtained in September of each year.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside of school.
- Sharing explicit images and in particular explicit images of pupils is unacceptable and is absolutely prohibited, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.
- Scoil Eoin Phóil permits the recording of images and videos of school activities using the school digital cameras and school IPADS only. These images and videos remain the property of Scoil Eoin Phóil.
- Pupils must not take, use, share, publish or distribute images of any members of the Scoil Eoin Phóil community without permission.
- Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or outside of school.
- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Cyberbullying

When using the internet pupils, parent(s) / guardian(s) and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. However cyber-bullying, even when it happens outside the school or at night is unacceptable.

Excerpt from Code of Behaviour of Scoil Eoin Phóil.

Isolated or once-off incidents of intentional negative behaviour, including a once off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our

school.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the school website. Parental permission will be sought annually for such publication and content will be monitored.

Content will be monitored

The publication of pupil work will be coordinated by a teacher.

No content which compromises the safety, privacy or reputation of others will be published.

Scoil Eoin Phóil will use only digital photographs, audio or video clips which focus on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Scoil Eoin Phóil web pages.

Scoil Eoin Phóil will avoid publishing the names of pupils in video or photograph captions published online.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, notification to parents, and, in extreme cases, detention, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Scoil Eoin Phóil will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and the school's code of behaviour and Anti Bullying Policy.

In such cases, Scoil Eoin Phóil will, where known, inform parent(s)/guardian(s) of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Monitoring the Policy

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils on internet usage.
- Surveys and/or questionnaires of pupils, parent(s) / guardian(s), and teaching staff (currently being devised).

Review

This policy and its implementation will be reviewed annually by the following

stakeholders: Board of Management, teaching staff, support staff, pupils and parents

The Policy may be reviewed more frequently in the light of new developments

in I.T. **Communication**

This policy will be published on the school's website www.scoileoinphoilleixlip.com and will form part of Scoil Eoin Phóil's enrolment Information Pack. Copies will be available at any time from the office on request.

Legislation having relevance to Internet Safety

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998
- Data Protection Act 1998

Support Structures

Scoil Eoin Phóil endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to support staff, parents and pupils.

The following websites provide support and advice in the area of Internet Safety.

www.webwise.ie

www.digiaware.com

www.childnet.com

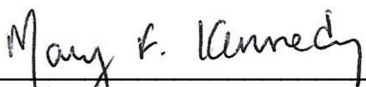
Review of Policy

This policy will be reviewed annually.

This policy will be communicated to all staff and parents via One Drive and the school website.

Ratification

This policy was ratified by the Board of Management on 10/10/2022.



Chairperson

Date: 10/10/2022



Principal

Date: 10/10/2022