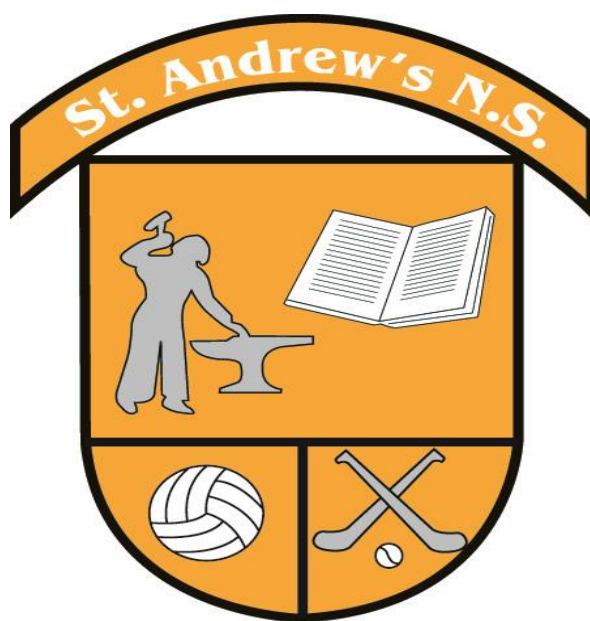


ST. ANDREW'S NATIONAL SCHOOL



INTERNET ACCEPTABLE USE POLICY

Ratified by Board of Management on 29th of May 2020

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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Andrew's N.S.

It also applies to members of staff, volunteers, parents and others who access the internet in St. Andrew's N.S.

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

St. Andrew's N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated Code of Behaviour and Anti-bullying policies. In such cases St. Andrew's N.S. will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Andrew's N.S. implements the following strategies on promoting safer use of the internet:

- 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.

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

- Board of Management, teaching staff, support staff, pupils, and parents

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place the appropriate authorities should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the principal, staff and Board of Management of St. Andrew's National School.

Content Filtering

St. Andrew's N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4: This level 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 taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, suspension or expulsion.

Web Browsing and Downloading

- 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 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 use the school's internet connection only for educational activities.

- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

Email and Messaging

- The use of personal email accounts is only allowed at St. Andrew's N.S. with expressed permission from members of the teaching staff
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable is offensive, discriminatory, threatening or bullying in nature and 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Andrew's N.S.:

- Use of instant messaging services and apps including Snapchat, Whats App, TikTok is not allowed in St. Andrew's N.S.
- Use of blogs such as Word Press, Weebly is allowed in St. Andrew's N.S. with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is permitted with express permission from teaching staff.
- 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, other members of the St. Andrew's school community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Andrew's school 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 St. Andrew's N.S. into disrepute.
- Staff and pupils must not represent your personal views as those of bring St. Andrew's N.S. on any social medium.

Personal Devices

- Pupils should not bring mobile phones or image capturing technology to school or to other school related off-site activities.
- The only exception to this is in the case of an emergency and with the prior approval of the Principal.

Images & Video

- Care should be taken when taking photographic or video images that pupils are represented appropriately.
- Photographs and videos must be deleted by teachers from their devices once they are published or used for their intended purposes.
- At St. Andrew's N.S. 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 are only allowed with expressed permission from staff.
- Written permission from parents/guardians will be obtained before photographs of pupils are published on the school website.
- 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.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

- When using the internet pupils, parents 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.
- 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 behavior as a serious misdemeanor. (See Code of Behaviour)
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website www.standrewscurragha.com
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- St. Andrew's N.S. will use only digital photographs, audio or video clips of pupils focusing 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 St. Andrew's N.S. web pages.
- St. Andrew's N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Distance Learning

In the event of an unprecedented school closure for longer than a week, students and teachers may engage in distance learning. Distance learning will be done as follows:

- Principal will email letter to all parents outlining how distance learning will be facilitated. Copies of this email will be sent to staff and Board of Management.
- Teachers will contact parents using their school email address created on G-Suite to outline their plan of work
- Teachers will plan weekly/fortnightly for their classes and post this work on our school website under Pupil Resources.
- Teachers will provide feedback and support through parents' email addresses only and not through students' own personal email addresses.
- Students may be invited to share work on the school website during this time. This work can be sent to their teachers' email address or as directed by Principal.
- Photographs and videos must be deleted from devices once they are published or used for their intended purposes.
- If a student contacts a teacher using a personal email address, the teacher must inform parents immediately and advise that contact is only to be made through parents' email address.
- If a teacher receives an email that is inappropriate, it is to be reported to the Principal immediately.
- Principal will communicate updates to parents via text message using Aladdin.
- Teachers will take part in weekly staff meetings using the Zoom application.
- Teachers will communicate regularly with Principal and each other via email and text message.

Digital Portfolios

- Teachers and students in St. Andrew's use Seesaw. This is an online digital journal/portfolio where students can document and reflect on what they are learning in school and in the case of distance learning, at home. Students add their work (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and they can share them privately with their teachers who will provide feedback and

advice. This journal is part of each child's individual e-portfolio which is a formative assessment method used in our school.

- In order for a child to use Seesaw, the app needs the child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell the child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.
- Under an EU law called the General Data Protection Regulation (GDPR), in order for a child to use Seesaw, the school must get parental consent. This is a separate consent form to that of our AUP permission form.

This policy was ratified by the Board of Management on _____

Chairperson

Date

Permission Form

I agree to follow St. Andrew's National School's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____

Date: _____