



Scoil an Chlochair *Convent Primary School*

Internet Acceptable Use Policy

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1.0 Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that Pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and Parent/Guardian representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet Pupils 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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to Pupils who have access to and are users of the internet in Convent Primary School.

- It also applies to members of Staff, Volunteers, Parents/Guardians and others such as Substitute Staff and Pupils on Placement who may access the internet in Convent Primary School.

Convent Primary School 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 and other curriculum areas.
- Internet safety advice and support opportunities are provided to Pupils in Convent Primary School
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Convent Primary School participates in a five-week whole school Digital Citizenship programme which culminates in Safer Internet Day activities to promote safer more effective use of the internet. See Digital Citizenship whole school plan

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, Staff, Pupils, Parent/Guardians/Guardians

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of Pupils.
- Surveys and/or questionnaires of Pupils, Parent/Guardians, and teaching Staff.

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

Convent Primary School will deal with incidents that take place within the school that impact on the wellbeing of Pupils or Staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Convent Primary School will, where known, inform parents of incidents of inappropriate online behaviour that take place within the school and impose the appropriate sanctions.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal, ICT Coordinator and Staff

2.0 Content Filtering

Convent Primary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 3 This level allows access to millions of websites including games but blocks YouTube, and 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, detention and, in extreme cases, suspension or expulsion.

3.0 Internet Use

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their Class Teacher or the Principal.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 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 Internet for educational purposes only.
- 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 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 in direct breach of the school's acceptable use policy.
- Pupils will never disclose or publicise personal information or passwords.
- Pupils will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.
- **Use of file sharing and torrent sites is allowed with Staff permission.**

4.0 Email and Messaging

Downloading by Pupils of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at Convent Primary School.

- Pupils will use approved school email accounts.
- Pupils should not under any circumstances share their email account login details with other Pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.
- 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.
- Pupils will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher

- Pupils will not forward email messages or screenshots of emails or “reply all without the permission of the originator
- Pupils must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.
- Pupils should not use school email accounts to register for online services, social networking, apps or games.
- Pupils should 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 report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

5.0 Social Media and messaging services for Staff and Pupils

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media. The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of Pupils and other Staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Convent Primary School:

- Staff must not identify themselves as employees of the Convent Primary School in their personal social media or webspace. The school does not permit the personal use of social media which involves pupils, their work or the school premises.
- Use of instant messaging services and apps including Snapchat etc. is not allowed in Convent Primary School.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Convent Primary School.
- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and Pupils must not discuss personal information about Pupils, Staff and other members of the Convent Primary 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 Convent Primary School into disrepute.
- Staff and Pupils must not represent their personal views as those of being Convent Primary School on any social medium.
- Pupils will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

6.0 Personal Devices/Assistive Technology

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, mobile phones, in Convent Primary School:

- Pupils are not allowed to bring personal internet-enabled devices into Convent Primary School apart from their Assistive Technology that has been sanctioned by the DES

7.0 Digital Learning Platforms (including video conferencing)

Convent Primary School digital learning platform is owned and managed by the school. This platform should enable two-way communication.

- Pupils must only use their school email for accessing the school digital learning platform.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Prior acceptance from Parent/Guardians should be sought for Pupil usage of the schools' digital learning platform.

8.0 Images and Video

- 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.
- At Convent Primary School 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 not allowed under any circumstances.
- Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to Staff or Pupils of Convent Primary School.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from Staff.
- Permission from Parent/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.

9.0 Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred

- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

10.0 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.

- Pupils will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of Pupils or Staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently by the ICT Coordinator to ensure that they do not contain any inappropriate or offensive content.
- Convent Primary School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual Pupils will only be published on the school website with parental permission.
- The publication of Pupil work will be coordinated by a teacher.
- Personal Pupil information including home address and contact details will not be published on Convent Primary School web pages.
- The Convent Primary School will avoid publishing the first name and last name of Pupils in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use Pupils' names in image file names or ALT tags if published online.

11.0 Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying.

For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the Pupils home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Convent Primary School considers that 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.

When using the internet Pupils, Parents/Guardians 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 by Convent Primary School 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. This definition includes cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another 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 cyberbullying is an integral part of the anti-bullying policy of our school.

13.0 Links with Other Policies

This policy should be read in conjunction with the following policies:

- Digital Strategy
- Digital Learning Plan
- Code of Behaviour
- Antibullying Policy

13.0 Success Criteria

This policy will be deemed successful if there is:

- Positive and constructive feedback from teachers, pupils and parents/guardians.
- A perceived contribution to the safety environment of the school.

14.0 Implementation and Review

This policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines e.g. from our insurance provider, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school), national management bodies, legislation and feedback from parents/guardians, pupils, staff and others.

14.1 Implementation

Implementation of the policy will be monitored by the Principal of the school. This plan will be implemented in October 2024.

14.2 Review

The plan will be monitored and evaluated at regular BOM/ISM/Staff meetings. This plan will be reviewed in October 2026

15.0 Communication and Ratification

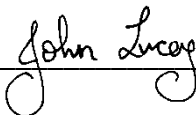
15.1 Communication

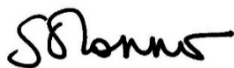
This policy is made available as part of the whole school plan. The whole plan is also available in the school office for viewing. This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via hardcopy in office, email, school website and SharePoint
- Parents/Guardians via hardcopy in School Development Plan in the Office
- Pupils on the school website and via email.

15.2 Ratification

This policy was ratified by the Board of Management on 22nd October 2024

Signed  Chairperson, Board of Management

Signed  Principal/Secretary, Board of Management

Appendix 1

Convent Primary School Mallow Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, Pupils and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

The school will inform Pupils and Parents/Guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda.

I agree to follow the school's Acceptable Use Policy on the use of the internet and all digital technologies. I will use the internet and all digital technologies in a responsible way and obey all the procedures outlined in the policy.

Pupil's Signature: _____

Date: _____

Parent/Guardian: _____

Date: _____

As the Parent/Guardian or legal guardian of the above Pupil, I have read the Acceptable Use Policy and 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 Pupils 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 Pupils' work on the school website.

Parent/Guardian: _____	Date: _____
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Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Pupil _____	Date: _____
Address: _____	Class: _____

Appendix 2

Digital Citizenship Whole School Plan

<u>Early Intervention</u>	1. Commonsense Media Songs: Digital Citizenship for Early Years Songs: <ul style="list-style-type: none"> • Pause, Breath and Finish Up • Stop, Think, Check 2. Digiduck Stories
<u>Junior A.S.D.</u>	1. Commonsense Media Songs: Digital Citizenship for Early Years Songs: <ul style="list-style-type: none"> • Pause, Breath and Finish Up • Stop, Think, Check 2. Digiduck Stories
<u>Senior A.S.D.1</u>	1. Commonsense Media Songs: Digital Citizenship for Early Years Songs: <ul style="list-style-type: none"> • Pause, Breath and Finish Up • Stop, Think, Check 2. Digiduck Stories
<u>Senior A.S.D.2</u>	1. Commonsense Media Songs: Digital Citizenship for Early Years Songs: <ul style="list-style-type: none"> • Pause, Breath and Finish Up • Stop, Think, Check 2. Digiduck Stories
<u>L.R. 1</u>	1. Commonsense Media Songs: Digital Citizenship for Early Years Songs: <ul style="list-style-type: none"> • Pause, Breath and Finish Up • Stop, Think, Check 2. Digiduck Stories
<u>1ST Class</u>	<ul style="list-style-type: none"> • Stay Safe Programme – Cyber Safety • Story Books – Chicken Clicking, Troll Stinks and Goldie Locks • Stay Safe
<u>2nd Class</u>	<ul style="list-style-type: none"> • HTML Heroes – 5 lessons in Feb. 1st and 2nd Class Programme
<u>3rd Class</u>	<ul style="list-style-type: none"> • <u>HTML Heroes 3rd and 4th Class Programme</u> • <u>Stay Safe</u>
<u>4th Class</u>	<ul style="list-style-type: none"> • Trend Micro Internet Safety Programme – delivered by TY students from the Academy in January/February • FUSE Anti-bullying programme.
<u>5th Class</u>	<ul style="list-style-type: none"> • My Selfie and the Wider World Lesson 1-5 • Stay Safe
<u>6th Class</u>	<ul style="list-style-type: none"> • <u>All Aboard Digitown</u> Chapter 2 – Well-being Online. Theme 4 & 5 Chapter 3 – Rights Online Theme 8 & 9