St Patrick's BNS, Drumcondra, Dublin 9, D09H008

Scoil Phádraig, Droim Conrach, Áth Cliath 9, D09H008

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St Patrick's BNS
Internet Acceptable Use Policy

Contents

1. Introduction:

This policy has been formulated in consultation with the staff, pupils, parent representatives and Board of Management of St Patrick's BNS.

It has been formulated to assist pupils in benefitting from the learning opportunities offered by the school's Internet resources in a safe and effective manner.

This Acceptable Use Policy applies to all online interactions between parents/guardians, staff, pupils, and others in the school community who have access to and communicate through the internet. This applies to access and use of the internet in school, and also to pupil-teacher interaction during remote learning.
This policy governs online interactions while using school equipment in school and also outside of school.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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/guardians and staff are expected:

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

Misuse of online interaction may result in disciplinary action in accordance with the School's Code of Behaviour and Anti-bullying Policy. This may include written warnings, withdrawal of access of privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Before enrolling their child, parents/guardians should read the AUP carefully to ensure that the conditions of use are accepted and understood. Consent can also be provided via Aladdin, *or* the Consent Form in the Appendix should be returned to the class teacher.

2. Legislation

The School will provide, on request, information on the following legislation relating to use of the Internet which teachers, students and parents/*guardians* should familiarise themselves with:

> Data Protection Acts 1988 – 2018
> Child Trafficking and Pornography Act 1998
> Interception Act 1993
> Video Recordings Act 1989

3. General Approach

St Patrick's BNS implements the following strategies to promote 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. Examples may include - but are not limited to - the following:
  - ✔ talks given by the Community Garda to pupils in senior classes
  - ✔ talks about cyber bullying given by DCU's Anti-Bullying Unit to pupils in senior classes
  - ✔ talks given by members of the teaching staff at assemblies
  - ✔ Anti-Bullying/Friendship Week activities/workshops/projects

- Every year guest speakers are invited to speak to parents/guardians and staff on the topic of Internet Safety.

- St Patrick's BNS participates in Safer Internet Day activities to promote safer and more effective use of the Internet.

- Staff will be kept informed about relevant CPD courses/workshops/ webinars, etc.

- Virus protection software will be used and updated on a regular basis

- It is important that parents/guardians and pupils are aware of our Anti- Bullying Policy (including anti-cyber bullying in relation to social media). 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 shared/used by other people will be regarded as bullying behaviour

4. Content Filtering

St Patrick's BNS uses the Internet provided and uses a filtering system by the Professional Development Service for Teachers (PDST), to maximise learning and minimize risk. 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed.

5. Web Browsing and Downloading

- Internet sessions will always be supervised by a teacher (or teacher/parent/guardian during remote learning)

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will report accidental accessing of inappropriate materials to their teacher or to the Principal.

- Pupils will not copy information from the Internet without acknowledging the creator and referencing the source of the content.

- 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 for educational activities only.

- Pupils and staff should understand that significant educational benefits should result from Internet use, including access to information from around the world and the ability to communicate widely and publish easily.

- Pupils and staff should understand that Internet use should be planned, task-orientated and educational within a regulated and managed environment.

- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic that 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 not allowed.

- Use of memory sticks or any other digital storage media requires permission from the teacher.

6. Web 2.0 and Social Media

With the advent of Web 2.0, the Internet has become a two-way communication system for the School and the wider community. Services such as Seesaw, Google Classroom, Twitter, and other social media are being used by the School to communicate with parents/guardians, and also for parents/guardians to communicate with the School. These services, although not owned by St Patrick's BNS, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on Seesaw follows the same safety rules, e.g. the showing of photographs, video, etc. The safety of our children on the web is of utmost importance so the following rules apply to the School and to parents/guardians. Web 2.0 is open to potential dangers when used inappropriately.

We ask parents/guardians to note:

- Nearly all social media sites have minimum age requirements. While the school cannot monitor this, we would advise parents/guardians not to allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.

- Parents/guardians are encouraged to regularly check their child's online activity/digital footprint. Parents/guardians are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram, etc.) on mobile phones and other electronic devices to ensure they are aware of their child's online interaction with others and approve of the same.

- Children should be supervised while using the Internet. Please refer to www.webwise.ie for Internet safety tips, including parental controls and privacy settings.

- Please ensure that online messages to, and comments about, the school and members of the school community are respectful.

- Please ensure that personal information about pupils, staff and other members of the St Patrick's BNS community is not posted on social media.

- Any reference to pupils, their families, the staff of St Patrick's BNS and/or any other members of the School Community on social media accounts should always be appropriate, respectful and done so in the best interests of the School.

The following statements apply to the use of social networking sites, messaging, blogging and video streaming services in St Patrick's BNS:

- Use of instant messaging services and apps including Snapchat, WhatsApp, etc. is not allowed by pupils in St Patrick's BNS.

5

- Use of social networking sites such as Facebook, Instagram, Twitter, etc. is not allowed by pupils in St Patrick's BNS.
- Use of blogs such as Word Press, Tumblr, etc. is only allowed in St Patrick's BNS with permission from teaching staff.
- Viewing of video streaming sites such as YouTube and Vimeo, etc. is only allowed with permission from teaching staff.
- 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 Patrick's BNS into disrepute.
- Staff and pupils must not represent their own personal views as being the view of St Patrick's BNS on any social medium.

7. Email /Google Drive

- The use of pupil email accounts/Google Drive is only allowed at St Patrick's BNS with express permission from members of the teaching staff and will be used for educational purposes only. Parents/guardians, on behalf of their children, will give consent through Aladdin prior to accessing school gmail or google classrooms accounts.

- Where pupil email addresses are provided by the School, they remain the property of the School and all content will be monitored by staff.

- Pupils will use approved class accounts under supervision of teaching staff (and/or parents/guardians during remote learning)

- Pupils will not send any material that is illegal, obscene, defamatory or that is intended to annoy, hurt 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 not open emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

- Pupils should never disclose/publicise their own or other people's personal details, e.g. addresses, telephone numbers, or pictures via email.

- Staff email accounts use the domain name saintpats.ie and are for school purposes only.

8. Personal Devices

Pupils are not allowed to bring personal Internet-enabled devices such as tablets, gaming devices, smart watches and digital music players into St Patrick's BNS.

Some pupils may wish to carry a mobile phone in their school bag. The mobile phone must be switched off between 8.50am and 2.30pm.
Breaches of this rule will result in confiscation. The confiscated mobile phone can be retrieved from the Principal's office by the pupil's parent/guardian following a request in advance (email, phone call, etc.) by the parent/guardian. Pupils and parents/guardians should be aware that St Patrick's BNS accepts no responsibility for damage/loss/theft of a pupil's mobile phone.

9. Images, Video and Audio

- St Patrick's BNS pupils must not take, use, share, publish or distribute images/video/audio recordings of others without their permission.

- Families and/or other members of the School Community who wish to take photos, video or audio recordings at school events are permitted to do so only with permission from, and supervision by, members of the teaching staff. Parents/guardians are reminded of legislation pertaining to the sharing of such recordings, as noted in Section 11 of this policy.

- 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 at school or outside of the school environment.

- Written permission from parents/guardians will be obtained before photographs/video/audio recordings of pupils and/or their work are published on the school website and school Twitter page. (*Please see attached Consent Form.*)

10. School Website and School Twitter Account

The publication of content on the school website and Twitter account will be co-ordinated by members of the teaching staff only.
Due consideration will always be given to ensuring that the content serves only to promote the school, celebrate and acknowledge achievements and inform/update/advise members of the school community, where appropriate.

Pupils' work (artwork, projects, etc.) will only be published with consent from pupils and parents/guardians/guardians. First names only may be included. (*See attached Consent Form.)*

Pupils' photographs/video footage/audio recordings will only be published with parental/guardian consent. Large group photos will not include any names. Smaller group/individual photos might include names (first names only). Surnames and addresses (and other contact information/personal details) will not be published. (*See attached Consent Form*.)

11. Cyberbullying

When using the Internet our 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 to ensure that staff and pupils are aware that bullying is defined as unwanted negative behavi*our*; verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. Please refer to the School's Anti-Bullying Policy.

12. Implementation and Review:

It is envisaged that this policy and its implementation will be reviewed every 2 years or more frequently if required by staff, parent representatives and the Board of Management of St Patrick's BNS.
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.

This policy should be read in conjunction with the Code of Behaviour Policy, Anti-Bullying Policy, Data Protection Policy and Child Safeguarding Statement and Risk Assessment.

Ratified by the Board of Management (BoM): August 2020

Prof Anne Looney   Ms Natasha Bassett
Chairperson of the BoM   Principal

Appendix
Consent Form

Please return this **Consent Form**, signed, to your child's teacher or provide your consent online via Aladdin.

Please retain the Policy itself for your records.

AUP Consent Form
Pupil Consent
Where age-appropriate please encourage your child to read this policy and sign.
I agree to follow the 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.

Pupil's Signature: _____
Teacher: _____
Date: _____

Parental/Guardian Consent
I have read the Acceptable Use Policy and grant permission for my child 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.

Signed: _____
Date: _____

School Website and Twitter Consent Form
Pupil Consent
Where age-appropriate please encourage your child to read this policy and sign. I understand that sometimes St Patrick's BNS may wish to use images of my work and/or images/video/audio recordings of me for the school website and/or the school Twitter account. I give permission for the school to do this.

Pupil's Signature: _____
Teacher: _____
Date: _____

Parental/Guardian Consent
I have read the Acceptable Use Policy and grant permission for my child's work and/or images/video/audio recordings of my child to be included on the school website and/or Twitter, where appropriate.
I accept that St Patrick's BNS serves to produce content that promotes the school and celebrates achievements at all times.

Signed: _____
Date: _____