



Acceptable Use Policy

Introduction

This Acceptable Use Policy applies to use of the internet in Scoil Chualann. It applies to children, members of staff, volunteers, parents, carers and others who access the internet in Scoil Chualann

This policy was formulated through a process of collaboration between the teaching staff of the school, the Board of Management and the parents Association. It is envisaged that school and parent representatives will revise the AUP regularly. Parents/guardians are asked to sign a use of internet permission slip (Appendix 1). Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Children from 3rd to 6th Class are asked to sign a contract indicating that they understand the rules associated with using the internet (Appendix 2)

Where the Irish and English versions of this policy are at variance with one another, the Irish version is deemed to prevail.

General Aims

We appreciate that technology, computer software and the internet are educational resources. We inform parents that the children will have access to the internet at times. They will be under the guidance of the teacher while using the internet. Before signing, the policy should be read carefully to ensure that the conditions of use are understood and accepted.

The aim of this Acceptable Internet Use Policy (AUP) is to ensure that every pupil will benefit from 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 If the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

School's Strategy

The internet is available in each classroom. **The children may only access the internet with the teacher's permission.**

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.

Scoil Chualann will deal with incidents that take place outside 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 the school will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Chualann 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.
- Parent Information meetings will be held to provide guidance on safe internet usage at home.

A number of strategies will be employed in order to maximise learning opportunities and at the same time to reduce risks associated with the internet. These strategies are as follows

- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material Pupils taking steps to by-pass the content filter may be subject to disciplinary action.
- The school will monitor pupils' Internet usage
- Students and teachers will be provided with training in the area of internet safety
- Virus protection software will be used and updated on a regular basis
- Uploading and downloading of non-approved software will not be permitted
- The use of personal memory sticks, CD ROMs, or other digital storage media in school requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not be allowed to access their personal email accounts in school.
- Students will not send or receive any material that is illegal, obscene or defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not have access to chat rooms, discussion forums, messaging or other type of electronic communication forum.
- Usernames will be used to avoid disclosure of identity.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will be taught how to use copied information in assignments while acknowledging the author's copyright.
- Students will not be given permission to disclose or publicise their own personal information or that of other pupils or staff. Student's personal information will not be publicised on the school website (e.g. surnames, addresses etc.)
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage may be monitored for unusual activity, security and/or network management reasons.
- Sites that the children use in school will be previewed by their teacher before use.
- 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.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use online platforms including Google Classroom, to assist with distance teaching and learning. The school has signed up to the terms of service of the online platforms in use by the

school. The school has enabled the most up to date security and privacy features which these online platforms provide. Staff members will adhere to school guidelines on the use of platforms for engagement.

Parents' / guardians' email addresses will be used for children to access lessons.

Parents/ guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms.

Parents/guardians must agree to monitor their child's participation in any such lessons.

Children will be expected to follow school guidelines on online behaviour.

School Website

- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Photos and video clips of individual students will not be published on the school website. The school will endeavour to use digital photographs, audio or video clips for focusing on group activities.
- Personal information about the students will be omitted when photographs are being published.
- 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 students or staff.

Personal Devices

Pupils are only allowed to bring personal internet-enabled devices into Scoil Chualann with written permission from staff.

Images & Video

- Care should be taken when taking photographic or video images of pupils.
- 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 only allowed with expressed permission from staff.
- Written permission from parents or 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.
- Sharing explicit images 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 (cf. School's Code of Behaviour)

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. The Gardaí will be informed if necessary.
- Measures are taken by Scoil Chualann 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 behaviour.
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

Legislation

The school took the following legislation relating to use of the internet into account when developing this policy:

- Communications (Retention of Data) Act 2011
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998

- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018

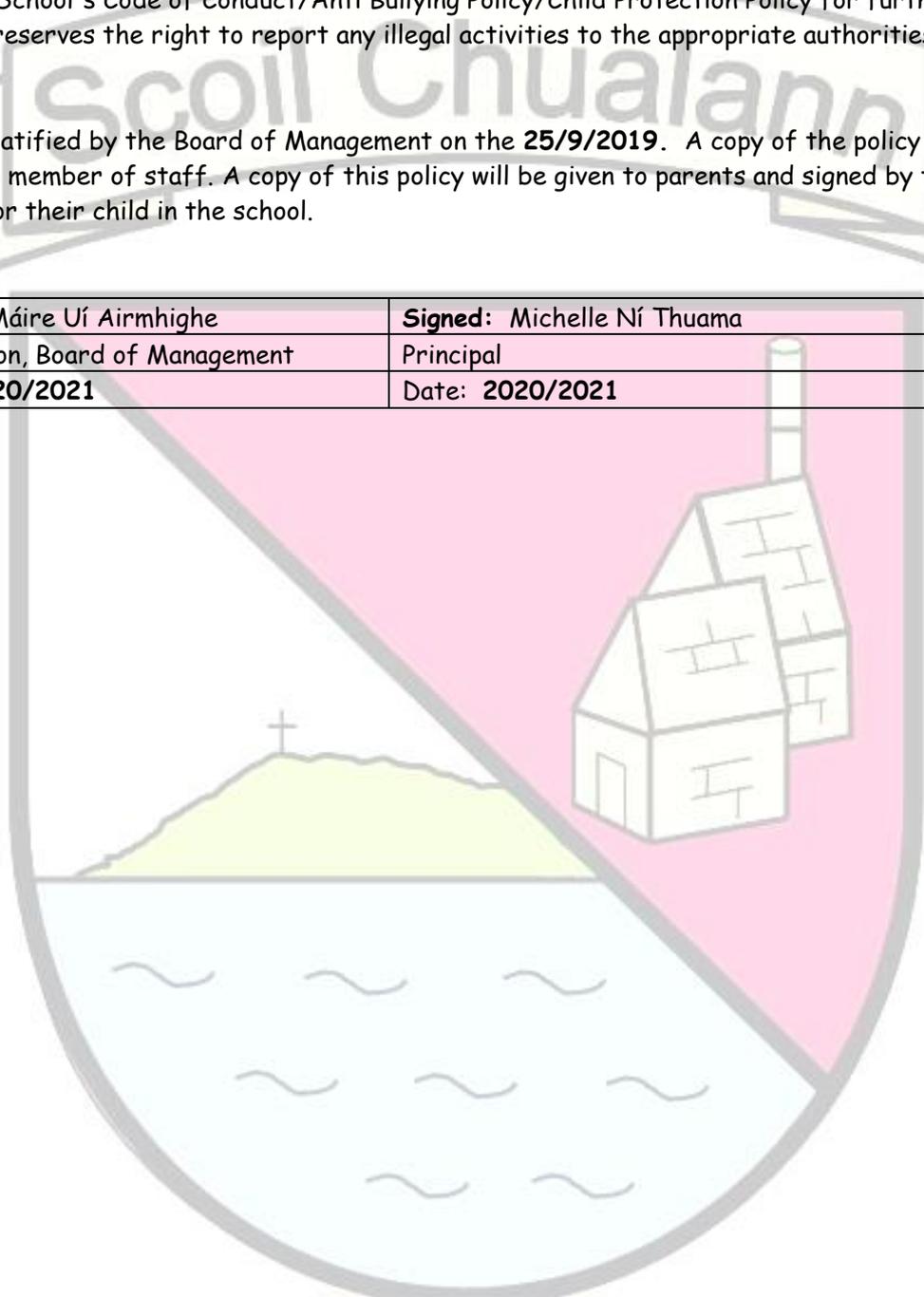
Sanctions

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review

This policy was ratified by the Board of Management on the **25/9/2019**. A copy of the policy will be made available to each member of staff. A copy of this policy will be given to parents and signed by them when they accept a place for their child in the school.

Signed: Máire Uí Airmhighe	Signed: Michelle Ní Thuama
Chairperson, Board of Management	Principal
Date: 2020/2021	Date: 2020/2021



Scoil Chualann - Polasaí Úsáid Idirlín
(Aguisín 1)

Foirm Thoilithe:

A Thuismitheoir,

Iarrtar ort le do thoil an polasaí seo a léamh, labhairt le do pháiste faoi ,an fhoirm thoilithe a shíniú agus í a sheoladh ar ais chuig an bpríomhoide.

Please review the attached School Internet Acceptable Use Policy, sign and return this permission form to the principal.

Ainm an Pháiste: _____

Rang: _____

Tá an polasaí ar úsáid idirlíon léite agam agus tugaim cead do mo pháiste rochtain a fháil ar an idirlíon. Tuigim gur achmainn oideachais í agus go bhfuil gach iarracht déanta ag an scoil mo pháiste a chosaint ar aon bhaol a bhaineann lena húsáid.

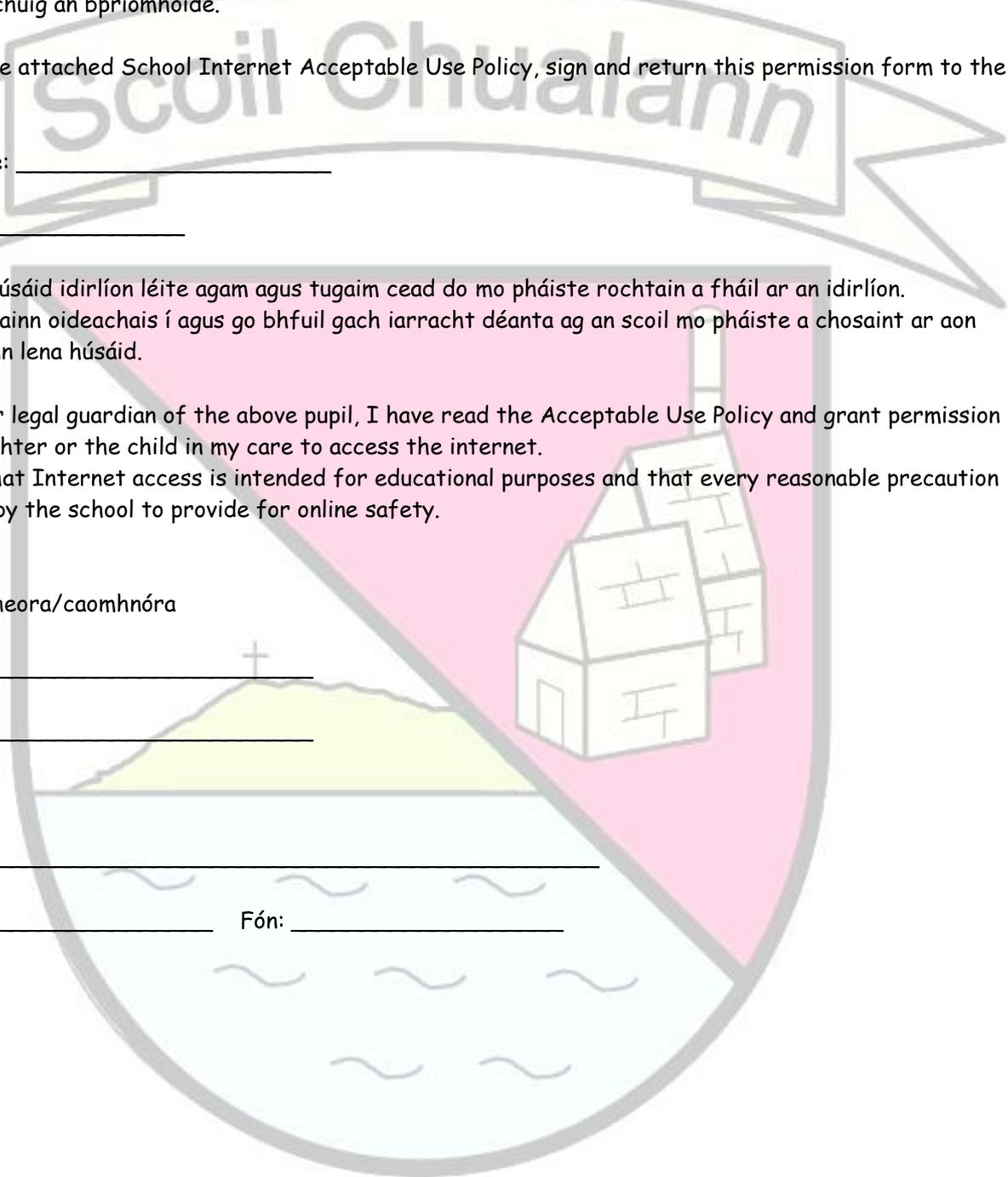
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the internet.

I understand that Internet access is intended for educational purposes and that every reasonable precaution has been taken by the school to provide for online safety.

Síniú an tuismitheora/caomhnóra

Seoladh:

Dáta: _____ Fón: _____



Scoil Chualann - Polasaí Úsáid Idirlín (Aguisín 2)

Conradh na nDaltaí (Rang 3 - Rang 6)

Is páiste freagrach mé. Léirím meas do dhaoine eile.

Tuigim:

- nach bhfuil cead agam dul ar an idirlíon gan cead an mhúinteora;
- nach bhfuil cead agam eolas phearsanta fúm féin nó faoi dhaoine eile a roinnt ar an idirlíon.
- nach bhfuil cead agam dul ar shuíomh idirlín atá mí-oiriúnach do pháistí.
- nach bhfuil cead agam dul isteach i seomraí comhrá nó socrú a dhéanamh casadh le duine ón idirlíon.
- go mbeidh iarmhairt i gceist muna leanaim rialacha na scoile maidir le húsáid idirlín.

I am a responsible child. I show respect to others.

I understand that:

- I may not access the internet without my teacher's permission.
- I am not permitted to share my personal information or that of others on the internet.
- I am not permitted to visit websites that are inappropriate for children.
- I may not enter chat rooms and may not organise face-to-face meetings with someone met online
- consequences will follow if I do not follow the school rules with regards to internet usage.

Tá an conradh thuas pléite agam le mo pháiste. Tuigimid gur phribhléid oideachasúil atá ann an idirlíon a úsáid ar scoil. Cloífidimid le Polasaí Úsáid Idirlín Scoil Chualann.

I have discussed the above contract with my child. We understand that using the internet in school is an educational privilege. We will comply with Scoil Chualann's Acceptable Internet Usage Policy.

Síniú an Dalta (Student Signature): _____

Rang (Class): _____

Dáta (Date): _____

Síniú an tuismitheora/caomhnóra (Parent/Guardian)

Scoil Chualann - Polasaí Úsáid Idirlín
(Aguisín 3)

Foirm Thoilthe an Mhúinteora:

Iarrtar ort led 'thoil an polasaí PUI a léamh, an fhoirm thoilthe seo a shíniú agus í a chur ar ais chuig an bpríomhoide.

Tuigim gur le haghaidh cúrsaí scoile amháin atá an ríomhaire glúine le húsáid, bíodh sé sin sa bhaile nó sa scoil Tabharfaidh mé aire don ríomhaire 'fhad is ata sé i mo sheilbh..Déanfaidh mo dhícheall a chinntiú nach scaipfear eolas pearsanta.

Ainm an Mhúinteora: _____

Rang: _____

Tá an Polasaí léite agam agus táim sásta cloí leis.

Siniú an Mhúinteora: _____ Dáta: _____

