INTERNET SAFETY: ACCEPTABLE USE POLICY

St. Patrick's Boys' N.S.
Dublin Road, Limerick Roll no: 16443A

Contents

Overview 2

The Policy Review Team 2

School Strategy 2

Children's Use of the Internet 3

1. World Wide Web 3
2. Internet Chat / Social Networking / Instant Messaging (IM) 3
5. School website (www.stpatricksboysns.com) & Facebook page (https://www.facebook.com/stpatricksboysns/) 4
6. Student Laptops 5
7. Personal Devices 5
8. Cyberbullying Understanding Cyber Bullying: 5

Legislation 6

Sanctions 6

Other Relevant Policies 7

Support Structures 7

Appendix 1 (contained in the parental permission form) 8

Appendix 2 9

Appendix 3 10

Overview

This Acceptable User Policy (AUP) relates to the use of the internet by students within the school.

The Policy Review Team

The AUP was revised by the staff in the school. Mrs Tierney is currently the ICT coordinator.

It has been read and ratified by the Board of Management and representatives of the parents and teachers within the school. It is envisaged that school and parent representatives will revise the AUP as necessary. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

The aim of the AUP is to ensure that pupils 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, outlined in the AUP, will be imposed.

School Strategy

The school employs a number of strategies, taking into account the age of the pupils, in order to maximise the learning opportunities and to reduce the risks associated with accessing the internet, namely exposure to inappropriate online content and cyberbullying.

The strategies are as follows:

1. Where children have access to the internet in school, it will occur under the supervision of the class teacher. Content will be subject to the restrictions of the Schools Broadband Internet Policy, which operates an automated web-filtering function of the PDST Technology in Education. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. - See more at: http://www.pdsttechnologyineducation.ie. Any requests for modification of the filtering provision that is in place for St. Patrick's Boys' National School may only be submitted in consultation with the Principal.
2. The school will regularly monitor internet usage (see Children's Use of the Internet below).
3. Children will not have access to passwords or administrator accounts.
4. Uploading and downloading of non-approved software will not be permitted.
5. Virus protection software will be used and updated on a regular basis.
6. The use of students' personal memory sticks, external drives, CD ROMs, and DVDs in school requires permission from the teacher.
7. If a teacher wishes to integrate a web page into a lesson, that page must be previewed/evaluated prior to its classroom usage, for inappropriate advertising content, imagery, and text.
8. The installation of software, whether from CD-ROM, memory sticks, other storage devices or online sources, must be preapproved by the ICT Coordinator.
9. The usage of personal CD-ROMs, memory sticks or other storage devices in the school is subject to non-violation of the software's licence agreement

Children's Use of the Internet

1. World Wide Web

Children who have access to the internet will do so in adherence to the above strategies.

1. Before students are allowed to make use of the school's internet facility, all Parents/Guardians will be required to complete a Permission Form and return it to the Office. Permission forms will be sent home to families in September of each year and the school's database will be updated accordingly.
2. Websites that the children use in school will be previewed by their teacher before use and subject to the filters operated by the PDST and Schools Broadband programme.
3. Teachers and students will be familiar with copyright issues relating to online learning.
4. Children will never disclose or publicise personal information.
5. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of
    i. a teacher if they are at school
    ii. a parent / guardian if they are at home

2. Internet Chat / Social Networking / Instant Messaging (IM)

Access to internet chat rooms, social networking sites, and instant messaging services is forbidden and blocked in accordance with the Schools Broadband Internet Policy.

3. Email / Google Drive

1. When using Google Classroom and the Gsuite Apps, students will use approved class gmail accounts under supervision of a teacher or parent/guardian.
2. They will not have email accounts but will have access to google drive and classroom
3. Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
4. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
5. Students will never arrange a face-to-face meeting with someone they only know through the Internet.
6. Students will note that sharing documents is subject to permission from their teacher.
7. Children will observe good "netiquette" (internet etiquette) at all times and will not undertake any actions that may bring the school into disrepute.

4. Distance Learning

1. In circumstances where teaching cannot be conducted on the school premises, teachers may use Class Dojo, Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

2. The school has signed up to the terms of service of the Online Platforms in use by the school.

3. The School has enabled the most up to date security and privacy features which these Online Platforms provide.

4. In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as 23.pupilname@stpatricksboysns.com

5. Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.

6. If teachers are using Zoom, parents/guardians parents consent by submitting their own email address for their child to access lessons on Zoom.

7. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms as per our parents' information note (Appendix 3) and consent forms (Appendix 1)

5. School website (www.stpatricksboysns.com) & Facebook page (https://www.facebook.com/stpatricksboysns/)

The school website is used to celebrate the success stories and great achievements of our students as well as to publicise school events and activities and is evolving all the time. The school's Facebook page is used to publicise school events, activities and at times, pupils' work.

Website

1. The school website and Facebook page are administered by the ICT Team.
2. Only administrators of the Facebook page will be able to tag photographs. No child's photograph will be tagged.
3. Children will be given the opportunity to publish projects, artwork, and school work on the school website, with parental permission.
4. The publication of student work will be coordinated by the teacher and/or ICT team.
5. Children will continue to own the copyright on any works published.
6. The copying of such content is prohibited without express written permission from the relevant child and his/her parent(s)/guardian(s) (Appendix 2)
7. Photographs /Videos/ other multimedia may be used on the school website and Facebook page to complement text content.
    a. Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a note signed at the start of their schooling in St. Patrick's Boys' N.S.
    b. The school website will only publish the forenames of individuals in a photograph.

c. Should an individual's full name be used at any stage, verbal permission will be sought from parents/guardians.
d. No child's photograph shall be displayed if he is pictured on his own.
e. Only Facebook page administrators can tag photos posted on it.

6. Student Laptops

1. Currently, there are 32 student laptops which are stored in a rechargeable storage unit for use within the classroom setting. Each laptop has been configured for student use.
2. Through the school broadband Service, internet usage is configured to block any attempts by users to access content deemed to be inappropriate for our students.

7. Personal Devices

1. Currently, children using their own technology in school, such as tablet devices, do so with the written approval of the Board of Management, as part of a specific and structured learning programme designed by the school.
2. Using a mobile phone in class, sending text messages, and the unauthorized taking of images, still or moving, is in direct breach of the Acceptable User Policy and the Mobile Phone Policy.

8. Cyberbullying Understanding Cyber Bullying:

1. Cyber bullying is the use of ICT (usually a mobile phone and/or the internet) to abuse another person.
2. It can take place anywhere and can involve many people.
3. Anybody can be targeted, including pupils, school staff, and members of the wider school community. - It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, and unauthorised publication of private information or images.

There are many types of cyber-bullying. The more common types are:

1. Text messages – can be threatening or cause discomfort. Also included here is 'Bluejacking' (the sending of anonymous text messages over short distances using Bluetooth wireless technology)
2. Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
3. Mobile phone calls – silent calls, abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
4. Emails – threatening or bullying emails, often sent using a pseudonym or somebody else's name.
5. Chat room bullying – menacing or upsetting responses to children or young people when they are in a web-based chat room.

6. Instant messaging (IM) – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger), Yahoo Chat or similar tools.
7. Bullying via websites – use of defamatory blogs (web logs), personal websites, gaming websites, apps, online personal 'own web space' sites such as You Tube, Facebook, Ask.fm, Twitter, Snapchat, among others, emerging technologies and all electronic means.

Procedures for preventing Cyber Bullying:

1. Staff, pupils, parents, and Board of Management (BOM) are made aware of issues surrounding cyber bullying.
2. Pupils and parents will be urged to report all incidents of cyber bullying to the school.
3. Staff CDP (Continuous Professional Development) will assist in learning about current technologies.
4. Wewise.ie is used as a resource to teacher children and parents about the dangers present online.
5. Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), Assemblies, Friendship Week activities and other curriculum projects.
6. Pupils, parents, and staff will be involved in reviewing and revising this policy as school procedure.
7. All reports of cyber-bullying will be noted and investigated, in accordance with the school's Anti-Bullying, Mobile Phone, Child Protection, and Code of Behaviour Policies, where applicable.
8. The school will engage a speaker Community Guard to facilitate a workshop on Internet Safety for 5th & 6th Classes and mark Safer Internet Day (SID) annually.
9. Procedures in the school's Anti-Bullying and Child Protection policies shall apply. Incidents of cyberbullying will be addressed in the context of the school's Anti-Bullying, Mobile Phone, and Code of Behaviour Policies, where applicable.

Legislation

- Data Protection Act 2018
- Child Trafficking and Pornography Act 1998 - Interception Act 1993 - Video recordings Act 1989
- Children First 2017

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Sanctions issued will be done so in accordance

with the school's Anti-Bullying Policy and Code of Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Other Relevant Policies

- Child Safeguarding
- Mobile Phone Policy
- Anti-Bullying Policy
- ICT Policy

Support Structures

Websites offering support and advice in the area of Internet Safety are listed here

- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/

Signed: _____ Signed: _____
(Chairperson of Board of Management) (Principal)

Date: _____ Date: _____

Appendix 1 (contained in the parental permission form)

Internet:

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or 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 pupils access unsuitable websites.

I accept the above paragraph† ☐ I do not accept the above paragraph† ☐

(Please tick as appropriate)

Social Media

In relation to the school website and Facebook page. I accept that, if the school considers it appropriate, my child's photograph and/or schoolwork may be chosen for inclusion on the website/Facebook page. Best practice as stated in our 'Acceptable Internet Use Policy' will always be followed. Usually children will only be pictured at a distance and in groups. Do you agree to the school using your child's image in this way? I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website/Facebook page.

I accept the above paragraph† ☐ I do not accept the above paragraph† ☐

(Please tick as appropriate)

Video Calls/audio, video recordings

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or the child in my care to access video calls using the agreed platforms (appendix 3). I understand that this is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety and accept my responsibility in providing adequate supervision for such activities.

I accept the above paragraph† ☐ I do not accept the above paragraph† ☐

(Please tick as appropriate)

Name of child(ren): _____

Signature:_____

Date:_____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or the child in my care to access one-to-one video calls using the agreed platforms (appendix 3). I understand that this is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety and accept my responsibility in providing adequate supervision for such activities.

I accept the above paragraph † ☐ I do not accept the above paragraph † ☐

(Please tick as appropriate)

Name of child(ren): _____

Signature:_____

Date:_____

Appendix 2

Internet Safety Acceptable Use Policy Appendix 2: Reproduction Permission Letter

I _____ (Child's name) and _____ (Parent/Guardian's name) give permission to _____ (Person(s) requesting permission) to reproduce work belonging to _____ from the school website (www.stpatricksboysns.com).

_____ Parent/Guardian _____ Date

Appendix 3

Information Note for Parents/Guardians and pupils regarding the use of Video/Phone Calls and Video/Audio Recordings in Online Teaching and Learning and Learner Contact using Zoom/Google Meet

As part of distance learning during this school closure, St Patrick's Boys' National School has decided that it may be necessary for our teachers/special needs assistants to communicate with your son through the use of video calling, and to use video or audio recordings as part of the teaching and learning process and pupil contact process.

As this is a new venture for us all, it is vital that we are all aware of the necessary safeguards and protocols which must be adhered to and would therefore ask parents/guardians and pupils to read carefully the following information:

- It is expected that pupils and teachers engaging in Zoom/google meet video calls/recordings observe acceptable standards of appropriate behaviour and etiquette, as they would in a classroom setting, along with appropriate dress code during video calls
- St Patrick's Boys' National School code of behaviour and discipline rules remain in place.
- St Patrick's Boys' National School Child Protection Policy continues to remain in place during this period. Should a child protection concern arise during on-line classes or contact, staff members will follow the normal practice, in relation to dealing with such concerns.
- Video calling will be facilitated via invitations through email.
- Zoom and google meet are the only platform that may be used for video calling.
- As learners access these services through their own devices, it is the responsibility of parents/guardians to review the data and privacy settings for their child's use of Zoom/google meet on the relevant devices.
- One-to-one video calls/contact may take place with the learner only with the prior consent of the parent/guardian. A consent form is provided and must be completed.
- It is strictly prohibited for any pupil, parent/guardian or staff member to record and/or share in any manner, a live video call, either through a recording facility that may be available on the platform, or by using any other device e.g. mobile phone, without the express written consent of all parties involved in the call being obtained in advance and also acquiring the advance approval of the principal teacher. All parties should note that to record a call without consent is a serious issue which will be subject to disciplinary action under the relevant code of behaviour/disciplinary policy.
- As a matter of good practice, video calls which are conducted on a one-to-one basis with a student should only take place during normal school hours, and, it is required that a parent/guardian (or a responsible designated adult) be present during such calls, however, it will not be possible for the school to enforce this and takes no responsibility for doing so. This should be arranged with the staff member in advance. It is recommended that a quiet place be provided for the call so it can proceed without undue interruption, but one which is in an area of

the home that is open and accessible to a parent/guardian (i.e. not in a bedroom behind a closed door).

- Where a staff member provides a video or audio recording of themselves by link to a recording hosted on www.stpatricksboysns.com or St Patrick's Class Dojo Page. Parent(s)/guardians and pupils should be mindful that any such recording contains the personal data of the staff member. It is therefore prohibited for such recordings to be altered, downloaded to personal devices or shared with any other parties without the prior express written permission of the staff member.
- Where a learner is requested to submit a video or audio recording of him/herself for assessment, feedback etc., the staff member will specify how this is to be submitted using email or Class Dojo, google classroom.
- Recordings submitted as part of ongoing assignments/homework in the course of normal teaching and learning practice may be shared with teachers, school management and on school blogs within St Patrick's Boys' National School for teaching and learning purposes but will not be shared with any other parties. Learners should retain a copy of recordings submitted on their own devices in case of any query arising subsequent to the deletion of the recording, in the same way as written work is retained by the learner once it is graded and returned
- Where a phone call is required, staff may only access data available on Aladdin for their own pupils. Staff will block their number when making phone calls to parents.

Advice for Parents, Guardians and pupils:

- Ensure that the device you or your child uses for video calling has the necessary updates, such as operating system updates and software/antivirus updates.
- Ensure your security software and settings are up to date
- If, for technical or other reasons you cannot access or use the approved platform(s), please contact the relevant staff member to explore an alternative. However please note that it may not be possible to use alternatives suggested by parents/guardians if they do not meet data privacy and security requirements of St Patrick's Boys' National School.
- Please ensure you read over the services' privacy or data protection policy to be sure you are satisfied with how Zoom/Google meet manages your data, and to review the permissions you are granting.
- Ensure your device is being used in a safe and appropriate location and be sure to log out, mute and turn off video as appropriate.

Any queries in relation to data protection issues can be addressed to info@stpatricksboysns.com

Consent:

I have read the schools Internet Safety: Acceptable Use Policy and agree to abide by its contents:

Name of pupil:

Parents' Signatures:

Date: