

# Internet Acceptable Use Policy

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## General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- It also applies to members of staff, volunteers, parents, carers and others who access the Internet in Lumcloon National School.

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.

Lumcloon National School 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 Lumcloon National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Lumcloon National 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 curriculum.
- Internet safety advice and support opportunities are provided to pupils in Lumcloon National School through the Stay Safe programme
- Teachers will be provided with continuing professional development opportunities in the area of Internet safety.
- Lumcloon National School participates in Safer Internet Day activities to promote safer more effective use of the Internet.

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

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

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of Internet activity (including sites visited).
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Greg Gilligan (DLP) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Board of Management, teaching staff and support staff.

## Content Filtering

Lumcloon National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows 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.

## 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 will report accidental accessing of inappropriate materials in school but outside the classroom to a member of the teaching staff.

Pupils and staff 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 only for educational activities.

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.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## Email and Messaging

- The use of personal email accounts is only allowed at Lumcloon National School 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 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.

## Google Suite for Education

When using Google Classroom and the G-Suite Apps, pupils will use approved class email accounts under supervision of a teacher or parent/guardian.

- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- 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.

## Distance Learning

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

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.

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 classnumberyear@lumcloonns.ie

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.

Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

### General guidelines for video calling:

Google Meet is the preferred video conferencing application in use by Lumcloon National School.

The teacher will always invite the pupils to the call and act as hosts. Any co-host function will be disabled unless team teaching is taking place with two or more teachers.

The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure pupils cannot re-join the room afterwards.

A record of attendance will be kept.

### General guidelines for live video sessions:

The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.

Recording or live streaming of video sessions is expressly prohibited and if possible, such a facility will be disabled by the host.

Protocols and rules of engagement will be agreed in advance, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality.

The teacher always invites the students to the call and acts as host. If a co-host function is available on the chosen platform, this will be disabled for pupils.

Teachers must turn on necessary security settings before allowing pupils to join the call e.g. chat feature, waiting room, etc. where applicable

Pre-set the video meeting where possible to mute participants' microphone automatically upon entry switching them on selectively to allow student participation during the session.

The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.

## Social Media

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

- Use of Word Press is allowed in Lumcloon National School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff, parents 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 Lumcloon National School community

Staff, parents and pupils must not discuss personal information about pupils, staff and other members of the Lumcloon National School community on social media.

Staff, parents and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff, parents and pupils must not engage in activities involving social media which might bring Lumcloon National School into disrepute.

Staff, parents and pupils must not represent their personal views as those of Lumcloon National School on any social medium.

## Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of Internet -enabled devices such as tablets, gaming devices, and digital music players in Lumcloon National School:

- Pupils are only allowed to bring personal Internet -enabled devices into Lumcloon National School with expressed permission from staff.
- Pupils are only allowed to use personal Internet -enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal Internet -enabled devices during social time with expressed permission from staff.

## Images & 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 Lumcloon National 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 only allowed with expressed permission from staff.

Written permission from parents or carers 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 by Lumcloon National 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 cyber-bullying even when it happens outside the school or at night.

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 schoolwork on the Internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

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.



Lumcloon National School I will use only digital photographs, audio or video clips of 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 Lumcloon National School web pages.

The Lumcloon National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

## Permission Form

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Lumcloon National School have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing this A.U.P Permission Form. School files will be updated accordingly, and this form will be kept on file for no longer than is necessary.

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

School Name: **Lumcloon National School**

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

### Legislation:

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

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

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 and my parents/guardians.

Pupil's Signature: \_\_\_\_\_  
(where appropriate - Parents/Guardians must sign name for younger pupils)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission  / do not grant permission  (please tick appropriate box) 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 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: \_\_\_\_\_