



## Internet Acceptable Use Policy

### Statement

### Definition

The aim of the Acceptable Use Policy 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 Therefore, if our Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined, will be imposed.

It is envisaged that school and Board of Management Representatives will revise this Policy as necessary.

### 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:

Data Protection Act 2018

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act  
1998

Interception Act 1993

Video Recordings Act 1989

Data Protection Act 1988

### School Strategy:

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

### General:

- Internet usage will always be supervised by a teacher.
- Filtering systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet safety.

- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The connection of any personal devices to the schools internet connection or IT equipment is strictly prohibited. This includes, but is not limited to, mobile phones, smart phones, tablet devices and all media storage devices.
- Pupils will observe good “netiquette” (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Any personal data recorded will be processed, transferred and made available according to the Data Protection Act 1998

## **World Wide Web:**

### **Pupils:**

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. It is understood that unwanted or unsuitable material may sometimes be accessed accidentally. In these cases the pupil must immediately stop using the computer and inform the teacher.
- Pupils will use the Internet for Internet educational purposes only. Internet sessions will always be supervised by a teacher.
- Pupils will be familiar with copyright issues relating online learning.
- Pupils will never disclose or publicise personal information. Pupils will receive training in the area of internet safety.
- Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons.
- Pupils will not download materials or images that are not relevant to their studies. Media content websites, like YouTube can only be accessed under the supervision and direction of the teacher.
- Pupils will ask permission before entering any website unless already approved by the teacher.
- Personal social networking contact between pupils and school staff should be strictly avoided during or outside school hours. This includes sending or accepting “Friend” requests.

### **School Staff:**

- School staff may not use the Internet for personal use during school hours, with the exception of break time.
- School staff who connect to personal devices such as laptops, mobile phones etc. to the school wired or WiFi network must ensure that those devices have adequate anti-virus and security software.

- School staff is strictly forbidden to access inappropriate material on the Internet at any time.
- School staff is prohibited from downloading uploading, copying or storing copyrighted media files (such as MP3 audio files or video files) of any type.
- School Staff members are prohibited from running peer-to-peer or other internet content distribution software on school computers.
- School staff will be made aware of internet safety issues.
- School staff will not access social networking sites e.g. Facebook, Twitter etc. during school hours, with the exception of break times.
- Staff must not represent their personal views as those of Ballybay Central National School on social media.

### **Parents:**

The school asks parents to please observe the following:

- Please do not allow children to have personal accounts on Facebook, Twitter etc. until they are the appropriate age.
- Please do not “tag” photographs or any other content which would identify any children or staff in the school.
- Avoid any negative conversation about children, staff or parents on social media/WhatsApp accounts. If you have an issue with something in the school, this is not the place to raise it.

### **Email:**

- Pupils will use only approved class e-mail accounts under supervision and with permission from a teacher. Email is used for educational purposes only.
- Pupils will not send or receive material that is illegal, obscene, defamatory or anything that is intended to annoy or intimidate another person.
- Pupils must immediately tell a teacher if they receive an offensive e-mail
- The forwarding of chain email is not permitted.
- Pupils will not reveal their own or other pupil’s personal details, such as addresses, telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone.
- Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.

### **Internet –Based Communication**

In recent years the Internet has seen the emergence of Internet-based communication systems such as Skype, Viber, Seesaw, Zoom and Facetime. These systems have huge potential value as educational tools when used under supervision, for example allowing free video communication with classes in other countries.

- Pupils will only use approved Internet Communication accounts under supervision and with permission from a teacher. Internet communication is used for educational purposes only.

- Pupils will set up and use internet communication in school only under the direct supervision of a staff member.
- Pupils must immediately tell a teacher if, while using such a system, they receive a request for connection from another source.
- Pupils will not reveal their own personal details or the personal details of other pupils in Internet Communication systems.
- Pupils will never arrange a face-to-face meeting with anyone in Internet Communication sessions.
- Pupils will note that sending and receiving files during Internet Communication Sessions is subject to permission from their teacher.
- Seesaw is used as a two way communication system between home and school to facilitate distance learning and to communicate with parents.

### **School Website:**

Ballybay Central National School's current website provides information on school policies, calendar, resources and links. When up dated the website will provide pupils with the opportunity to publish projects, artwork or school work.

Personal student information including home address and contact details will not be published on Ballybay Central National School web pages.

Ballybay Central National School will avoid publishing the details of pupils, other than their first names, in video or photography captions published online.

### **Support Structures and Education:**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Ballybay Central National School will educate children on the safe responsible use of the internet. Resources that may be used include:

- NCTE Internet Safety Awareness Video
- Interactive Internet Safety Programme (Outside agency) on alternate years

Our AUP has been revised in the context of reviewing our Anti-Bullying Policy with particular reference to Cyber Bullying. Each family in the school will be emailed copy of the policy accompanied by

- Letter to parents
- Responsible internet Pupil/Parent Undertaking Form

These forms will be placed in the child's file and will be valid for the duration of the child's time in school unless the principal is directed otherwise by a parent/guardian.

## Acceptable Use Policy – Permission Form

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

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

### Pupil:

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: \_\_\_\_\_ Date: \_\_\_\_\_

### 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/daughter or the child in my care to access the Internet. I 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)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph  I do not accept the above paragraph

(Please tick as appropriate)

Parent's/Guardian's Name:

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**Sanctions:**

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

**Ratification and Review**

This policy was ratified by the Board of Management on 16<sup>th</sup> February, 2021 and will be reviewed in 2023 unless legislation or circumstances determine otherwise.

Signed: Mr. Martin Reidy Mr. Martin Reidy      Date 16/02/2021

**Chairperson, Board of Management**

**Ballybay Central National School**