



Internet Acceptable Use Policy (AUP) for Scoil Mhuire

Email: office@scoilmhuireleixlip.com

Website: www.scoilmhuireleixlip.net

Roll No: 19459H

Contents

1. Aim
2. School's Strategy
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Classroom Management Apps
8. Personal Devices
9. School Website
10. Images & Video
11. Cyber bullying
12. Distance/Blended Learning
13. Legislation
14. Monitoring the Policy
15. Review
16. Communication

Appendix 1: Scoil Mhuire Consent Form (including consent for Seesaw, Zoom, Class Dojo and Internet Acceptable Use)

1.Aim

- The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resource 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions (as outlined in the AUP) will be imposed.
- This version of the AUP was created by the Principal, management and teaching staff of the school and was approved by the Board of Management in November 2020.
- This Internet AUP applies to pupils who have access to and are users of the internet in Scoil Mhuire.
- It also applies to members of staff, volunteers, parents and others who access the internet in Scoil Mhuire.
- When using the internet, pupils, parents 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.
- The implementation of this Internet AUP is monitored by the Principal and Deputy Principal.

2.School's Strategy

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

- Permission is requested from parent(s)/ guardian(s) for the pupils to access the internet in school.
- Staff are provided with training in the area of internet safety.
- Pupils are provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Pupils are encouraged to develop safe practices and a respectful attitude towards using technology for educational purposes in the school setting.
- The school monitors pupils' internet usage.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software is used and updated on a regular basis.
- The use of personal memory sticks or CD-ROMS in school requires a teacher's permission.
- Pupils will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Should serious online safety incidents take place, the Principal or Deputy Principal should be informed.
- 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.
- Scoil Mhuire 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 Scoil Mhuire will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

3.Content Filtering

- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Scoil Mhuire has chosen to implement 'Level 3 content filtering' on the school's Broadband Network (on all devices): This level allows access to many websites including games but blocks *YouTube*, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

4.Web Browsing and Downloading

- Pupils are not permitted to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils should not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils are encouraged to report accidental accessing of inappropriate materials in the classroom to their teacher (as taught in SPHE safe practice lessons).
- Pupils and staff are made 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 use the internet for education purposes only.
- Pupils should 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 are familiar with copyright issues relating to online learning.
- Pupils and staff should not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils should never disclose or publicise personal information on line.
- Pupils may only browse the internet under the direction and supervision of a teacher. 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.

5.Email and Messaging

- When enrolling a child in the school, parents/guardians are requested to provide the school with an email address. The school will communicate with parents via this email address. If a parent/guardian has no access to the internet, they will receive a hard copy of all correspondence.
- A school email address is provided by each teacher to the parents/guardians of the pupils in their class for communication with the class teacher throughout the year.
- Pupils should not email the teacher from their personal email accounts. Emails to teachers are only to be sent from parents'/guardians' email addresses.
- If an email is sent from a pupil's personal account, the teacher will reply to the email address and cc the parent.
- Pupils do not have permission to set up an email account or send emails while in the school building.
- Pupils who have been granted Assistive Technology devices by the Department of Education may on occasion be asked to share work with their teachers with permission.

- If pupils have a personal email address at home they should be aware of the following advice re emails:
 - Children should not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
 - Children should avoid opening emails that appear suspicious. If in doubt, children should ask their parents before opening emails from unknown senders.
 - Children should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and should not respond to any such communication.
 - Children should not share their email account login details with others.
 - Children should not reveal their own or other people's details, such as address or telephone numbers or pictures.
 - Children should never arrange a face-to-face meeting with someone they only know through emails or the Internet.

6.Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Mhuire:

- Whilst in the school building, the pupils in Scoil Mhuire are not allowed to use instant messaging services and apps including Snapchat, Whats Apps, Instagram, G Chat etc.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Scoil Mhuire community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Mhuire community on social media.
- 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 Scoil Mhuire into disrepute.
- Staff and pupils must not represent their personal views as those of being Scoil Mhuire's views on any social medium.
- Parents must not share or publish images/videos of other pupils on social media without the consent of a pupil's parent. (in the case where a parent takes a photo or video of another pupil during a school event such as a concert or sports' event).

7.School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website www.scoilmhuireleixlip.net in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Written permission from parents or guardians is obtained before photographs of pupils are published on the school website.
- The school website is regularly checked to ensure that there is no content that compromises the safety, privacy or reputation of pupils or staff.

- The publication of pupils' work is coordinated by a teacher and should only appear in an educational context on Scoil Mhuire website.
- Digital photographs, audio or video clips of individual pupils should not be published on the school website. Instead photographs, audio and video clips will have a minimum of two children in them.
- Content focusing on individual pupils is only published on the school website with parental permission.
- As part of the Consent Section on the Emergency Contact form (filled by parents each September), parents will be asked to sign to indicate that they understand that if a parent sends a photograph of a pupil or their artwork to the pupil's teacher, this photograph could be published on the school website (unless otherwise stated by the parent).
- A pupil's full name will not appear on the school website beside a photograph/video of a child.
- Personal pupil information including home address and contact details will not be published on the school website.

8. Classroom Management apps

In some classrooms, teachers use behaviour/classroom management apps where pupils can 'earn points' for good behaviour or tasks such as Class Dojo or similar apps. In these classes, information about the app is sent to parents/guardians and written permission from parents or guardians is obtained before teachers use any online app.

9. Personal Devices

- The following statement applies to the use of internet-enabled devices such as tablets, laptops and digital music players in Scoil Mhuire:

Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- 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.
- Pupils are not allowed to bring/wear 'smart' watches in school.

10. 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.
- Pupils must not take, use, share, publish or distribute images of others without their permission. Pupils and teachers are made aware of this fact before using any photographic devices.
- Taking photos or videos on school grounds or when participating in school activities are only allowed with expressed permission from staff.
- Images and recordings of school activities may only be recorded using the school's digital cameras or the school's Ipads.
- Staff should not use personal devices to take photographs or videos of pupils.

- Written permission from parents or guardians is obtained before photographs of pupils are published on the school website.
- Pupils must not take, use, share, publish or distribute images of any member of the Scoil Mhuire community without permission.
- 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.
- Parents must not share or publish images/videos of other pupils on social media without the consent of a pupil's parent. (in the case where a parent takes a photo or video of another pupil during a school event such as a concert or sports event).

11.Cyber bullying

- When using the internet, pupils, parents and staff are expected to treat others with respect at all times.
- The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of our school.
- 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 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.
- 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.
However, 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 repeated by other people will be regarded as bullying behaviour. (See Scoil Mhuire's Anti-Bullying Policy)
- Misuse of the internet or any activity which is in contravention with the Internet Acceptable Use Policy may result in sanctions including written warnings, withdrawal of access privileges, notification to parents and in extreme cases, detention, suspension or expulsion in line with the school's Code of Behaviour. The school also reserves the right to report illegal activities to the appropriate authorities.

12.Remote learning /blended learning

In exceptional circumstances, or where teaching cannot be conducted on the school premises, teachers may use platforms approved by the Principal to assist with remote teaching/learning where necessary.

In the event of learning having to take place at home, the following will apply:

- Teachers may use Aladdin, Gmail, Seesaw, PowerPoint, audio, and pre-recorded videos, Padlet or other platforms approved by the Principal as platforms to assist with remote learning where necessary.
- All school policies apply to remote/blended learning.

Communication

- Communication between the school and parents/guardians is vital during these circumstances.
- All parents will be communicated with by the school. If a parent/guardian does not have an email address or access to the internet, the school will communicate with the parent/guardian via phone or by post. Work will be posted to these pupils.
- A school email address is provided by each teacher to the parents/guardians for communication.
- Parents/Guardians are advised for sensitive matters that may arise, to ring the school if they would prefer not to write an email.
- Emails to teachers are only to be sent from parents'/guardians' email addresses. Pupils may not email from their personal email accounts.
- If an email is sent from a pupil's personal account, the teacher will reply to the email address and cc the parent.
- Parents/Guardians must agree to monitor their child's participation in any lessons/tasks conducted on online platforms or communication with teachers.
- Communication with pupils with special educational needs (SEN) will be as above.
- SNA's will be encouraged to engage purposefully with their assigned children and this may include communication through email or zoom.
- The school website will be updated regularly, by named teachers, with activities and useful links for the parents and pupils.

Seesaw

- Parents/Guardians must give permission for their children to use the Seesaw app. (See Appendix 1)
- During a period of remote learning, schoolwork will be assigned through the Seesaw app.
- Teachers must approve posts and pupils will not be facilitated to comment on other pupils' posts.
- Teachers will adjust their settings on the class Seesaw app so pupils will not be able to view the work of others (unless the work is shown to the class by the teacher).
- Pupils should have appropriate backgrounds and have an appropriate 'name' on their Seesaw account.
- It is the responsibility of the parent/guardian to monitor what children are submitting to the teacher via the Seesaw app.

- Work will be corrected by teachers via the Seesaw app.

Zoom

- If teachers/ SNAs are using Zoom, parents/guardians must consent to their child accessing the activity (see Appendix 1 Consent) and adhere to the following protocols:
- If a member of staff wishes to contact a class via Zoom, the staff member will contact each pupil through the parent's device.
- A parent/guardian/other designated adult must be present with the child throughout the duration of the meeting (this can be in the background).
- Each meeting will consist of 2 staff members.
- A password will be used for each meeting which will only be shared with the relevant class. Pupils should not share the password with anyone who has not been invited to the meeting by a staff member.
- The staff member will utilise the 'waiting room' feature to ensure each meeting is protected.
- Pupils should be appropriately dressed for the meeting (regular clothes, no pyjamas).
- Pupils should have appropriate backgrounds and have an appropriate 'name' on the account they are using.
- Pupils should choose an appropriate room and suitable surroundings for the meeting (preferably one that does not have traffic passing through it or noise from other people/pets).
- Pupils' microphones should be muted and only switched on when the staff member asks the pupil to do so (this allows every child the chance to speak without being interrupted).
- Pupils should not play with the keyboard during the meeting (the sound of typing could be distracting for others).
- Pupils should stay seated and stay present (do not leave the room or talk on another device).
- Pupils should be patient as everyone will get a chance to speak.
- Pupils will not be allowed to use the 'Chat' facility during the meeting.
- No food will be allowed at the meeting.
- Pupils will not have permission to record any aspect of the zoom meeting.
- Pupils should be respectful at all times (remember even though you are at home, you are in a classroom and the school Code of Behaviour applies. Other pupils and teachers can be affected by words you say).
- Anyone not adhering to the protocols will be removed from the zoom meeting.

13.Legislation

The following legislation relates to the use of the internet and is available on the Government website www.irlgov.ie

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

14.Monitoring the Policy

The school will monitor the impact of this policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.
- Monitor logs of internet activity (including websites visited).

15.Review


This policy and its implementation will be reviewed every two years.

17.Communication


This Internet Acceptable Use Policy (AUP) will be published on the school's website and will be included in Scoil Mhuire's Enrolment Information Pack. Copies will be made available from the office upon request.

18.Ratification

This Policy was ratified by the Board of Management on 10th November 2020



Chairperson BOM



Principal



Scoil Mhuire Consent Form

Child's name: _____

| Please tick Yes/No to indicate the activities you give permission for your child to take part in | Yes | No |
|--|-----|----|
| Parent Teacher Association | | |
| I give consent for my email address to be forwarded to the PTA so I can receive emails from them regularly. | | |
| School website | | |
| I give consent for my child's work to be published on the school website. | | |
| I give consent for photographs of my child to be published on the school website. I understand that s/he will not be identified by name. | | |
| I give consent for the use of school related videos which include my son/daughter to be uploaded to the school website (These will be class or group videos, children will not appear in a video on their own). | | |
| During an exceptional school closure: if I send a photo of my child or of my child's work to the school, I consent for the photo to be published on the school website (Otherwise I will not send the photo to any of the school email addresses). | | |
| Newspapers | | |
| I give consent for photographs of my child to be used in local newspapers. (I am aware that newspapers may use individual names beside photographs and may display some photographs on their facebook page). | | |
| Competitions | | |
| I give consent for my child to enter school related competitions and for their name, school address and date of birth to be shared with the organisers (e.g. colouring competitions). | | |
| Newsletters | | |
| I give consent for my child's name to be included in school newsletters. | | |
| I give consent for my child's photograph to be included in school newsletters. | | |
| School Calendar | | |
| I give consent for my child's photograph to be taken and displayed in the annual school calendar. | | |
| School photographs – Junior Infants/Communion/Confirmation | | |
| I give consent for my child's photograph to be taken by Lafayette. | | |
| Zoom | | |
| I give consent for my child to participate in Zoom calls hosted by Scoil Mhuire staff members. | | |
| Occasionally external agencies will link in with classes via a Zoom call. I give consent for my child to participate in an approved school based Zoom call e.g. Accord, Intel, Coláiste Chiarán, Internet safety talks etc. | | |
| Seesaw | | |
| I give consent for my child to use the Seesaw app for home learning activities. | | |
| Class Dojo | | |
| I give consent for my child's teacher to create a student account for my child and I consent to my child using the Class Dojo reward system in the classroom. | | |
| RSE | | |
| As part of the Social Personal and Health Education subject, RSE (Relationships and Sexuality Education) is taught at an age appropriate level. I give consent for my child to take part in the RSE Programme. | | |
| Out of school outings/activities | | |
| I give consent for my child to take part in school related outings and trips e.g. visits to the local library, the GAA, the Amenities, nature walks etc. | | |
| External agencies supporting the curriculum | | |
| Occasionally external agencies offer coaching/workshops to the school. I give consent for my child to participate in these approved activities (e.g. GAA/Rugby coaching, Intel Science workshops etc). | | |
| Temperature checks | | |
| I give consent for a staff member to take my child's temperature if they are unwell and to put a mask on him/her if necessary. | | |

Transfer of personal information

| | | |
|--|------------|-----------|
| As part of school life I understand my address/phone number may need to be given to the following agencies: <ol style="list-style-type: none"> 1. Department of Education 2. School Insurance Providers 3. Tusla 4. HSE 5. Department of Social Protection 6. Leixlip Parish 7. The school to which your child transfers. | Yes | No |
| | | |
| I give my consent for the transfer of this information | | |

Policies

| | | |
|---|--|--|
| I have read the following policies on the school website (www.scoilmhuireleixlip.net): <ul style="list-style-type: none"> • Code of Behaviour • Antibullying Policy • Child Safeguarding Statement • Attendance Policy • Mobile Phone Policy • Healthy Lunches Policy • Homework Policy • Policy on Visitors • Covid Response Plan | | |
| | | |
| I understand the above policies and support their implementation | | |

Parent's Signature: _____ **Date:** _____

Scoil Mhuire Internet Acceptable Use Consent Form

Please read the school Internet Acceptable Use Policy on the school website. Please discuss the policy with your child and sign the consent form below.

Consent form for 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 will obey all the rules explained to me by the school.

Pupil's Signature: _____ **Date:** _____

Consent form for Parents/Guardians:

As the parent or legal guardian of the above pupil,

- I have read the Acceptable Use Policy and give consent for my son/daughter or the child in my care to access the Internet in Scoil Mhuire.
- I understand this policy.
- I accept the conditions of this policy
- I understand that every reasonable precaution has and will be taken by the school to provide for online safety but the school cannot be held responsible if pupils accidentally or deliberately access an unsuitable website.

Parent's Signature: _____ **Date:** _____