Internet Acceptable Use Policy

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School Name   St. Patrick's Loreto Primary School

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General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, 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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage on approved school digital platforms and devices.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in St. Patrick's Loreto Primary School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Patrick's Loreto Primary 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.

St. Patrick's Loreto Primary School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Patrick's Loreto Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Patrick's Loreto Primary School implements the following strategies on promoting safer use of the internet:

- Internet safety advice and support opportunities are provided to pupils in St. Patrick's Loreto Primary School through our SPHE programmes.

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

- Board of Management and ISM Team.

The school will monitor the impact of the policy using:
- Logs of reported incidences.
- Internal monitoring data for network activity.

Should serious online safety incidents take place, the Principal should be informed.

Content Filtering

Students 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.

Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students 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.

Students will use the Internet for educational purposes only.

Students 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.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Use of file sharing and torrent sites is not allowed.

Email and Messaging

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students 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.

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 forward email messages or screenshots of emails or "reply all" without the permission of the originator.

Students should 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 report any such communications to a teacher.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The following statement applies to the use of messaging, blogging and video streaming services in St. Patrick's Loreto Primary School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, etc. is not allowed in St. Patrick's Loreto Primary School.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the St. Patrick's Loreto Primary School community on social media.

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

Staff and students must not engage in activities involving social media which might bring St. Patrick's Loreto Primary School into disrepute.

Staff and Students must not represent your personal views as those of bring St. Patrick's Loreto Primary School on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Personal Devices

Students 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, smartwatch, in St. Patrick's Loreto Primary School:

- Students are only allowed to bring personal internet-enabled devices into St. Patrick's Loreto Primary School with expressed permission from staff.

- Students are not allowed to use personal internet-enabled devices during lessons.

- Students are not allowed to use personal internet-enabled devices during social time.

- Staff *personal* use of mobile phones should be limited to break times.

Digital Learning Platforms (including video conferencing)

St. Patrick's Loreto Primary School digital learning platform is managed by the school. This platform should enable two-way communication.

All school-related media and data should be stored on the school's OneDrive platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At St. Patrick's Loreto Primary School, students 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 allowed once care is taken that no harm is done to staff or pupils of St. Patrick's Loreto Primary School.

Written permission from parents or carers will be obtained before photographs of students are published on the school website or social media sites.

Students 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Inappropriate Activities

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the Child Protection, Obscenity, Computer Misuse and Fraud Legislation
- Promotion of any kind of discrimination
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Use of social networking sites, instant messaging and online forums
- Any other activity considered questionable

Website

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students 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.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

St. Patrick's Loreto Primary School 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.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on St. Patrick's Loreto Primary School web pages.

The St. Patrick's Loreto Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Cyberbullying

Measures are taken by St. Patrick's Loreto Primary School to ensure that staff and students 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 cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedure, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour"

When using the internet students, 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 and another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school.

Permission Form

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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)Copyright and Related Rights Act 2000Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017Children First Act 2015Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)Criminal Damage Act 1991 Support Structures   The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.   Sanctions   Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochanna.

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies including use of the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____
Parent/Guardian : _____
Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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: _____
Address: _____
_____
_____
_____
Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.
School Name: Name of Student:_____
Class:_____
Student:_____

This policy was ratified by the Board of Management at its meeting of:

5th May 2022

Signed

Chairperson of the Board of Management