**INTERNET ACCEPTABLE USAGE POLICY**

**School Name**: St. Colman’s B.N.S., Kanturk, Co. Cork.

**Address**: Percival Street, Kanturk, Co. Cork.

This version of the A.U.P. was created **20-11-04,** reviewed on **24-11-06**

by , Eilish Finnegan, Deirdre Linehan, Mary Boyce, , Eileen O’Connor, Áine O’Keeffe. It was reviewed with staff in April 2010, June 2014 , March 2016 and is now being reviewed in May 2020.

**School’s Strategy**

This school will employ a number of strategies in order to maintain learning opportunities and reduce risks associated with the internet. These strategies are as follows;

**General**

* Internet sessions will always be supervised by a teacher.
* The school will regularly monitor pupils’ internet usage.
* Students and teachers will be provided with training in the area of 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 use of personal floppy disks or CD-ROMs in school is not allowed.
* The use of personal memory sticks and other digital storage media in school requires a teacher’s permission.
* Students will observe good “netiquette” (i.e. good etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.
* Children may be introduced to Blogging and Twitter in a supervised controlled manner.
* Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by NCTE (National Centre for Technology and Education) and PDST.

**World Wide Web**

* Students will be taught appropriate use of the internet.
* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only during class time. All web sites will be vetted by the class teacher. However, children cannot use social media account or record images, audio or video of other pupils or staff.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
* Students 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 reason.
* Students will never disclose or publish personal information.
* Students 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.

**Email**

* Students will use approved class email accounts under supervision by or permission from a teacher.
* Students will not receive or send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Students will not reveal their own or other people’s personal details, such as addresses or telephones numbers or pictures.
* Students will never arrange a face-to-face meeting with someone they only know through emails or on the internet. Any form of internet chat is forbidden.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.

### Internet

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, Google Classroom, Twitter and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. Colman’s B.N.S form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school’s Data Protection Policy for further information on how the school utilises 3rd party services.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

* Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher. Children will not be allowed to use their own personal accounts for social media.
* Please do not “tag” photographs or any other content which would identify any children or staff in the school.
* If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
* Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
* Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
* Please do not request to “friend” a member of staff in the school. Most staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
* Please do not add advertisements to our social media account without prior permission of the principal.
* Failure to keep the above rules will result in a permanent ban to our social media accounts.

**School Website**

1. Please note that the following points apply to the school’s web site and social media profiles including Twitter.
2. Pupils (whose parents have given permission ) will be given the opportunity to publish projects, artwork or school work on the school website ,. in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website
3. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
4. The publication of student work will be co-ordinated by a teacher.
5. Pupils’ work will appear in an educational context on Web pages and the school’s social media.

1. Personal pupil information including surnames home address and contact details will be omitted from school web pages.
2. The school website will avoid publishing the full name of individuals in a photograph.
3. The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.

11 Pupils will continue to own the copyright on any work published.

###  Direct and Distant Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Webex, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

1. All meetings will be password protected
2. All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
3. The staff member has the right to “kick out” any person being disruptive from a synchronous lesson.
4. A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
5. Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
6. While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.

**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 (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

**Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely. We also give talks to the children on Internet Safety and acknowledge International Internet Safety Day. We use the services of the N.C.T.E., P.D.S.T., [www.webwise.ie](http://WWW.WEBWISE.IE) and www.safety.ie

**Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension.

The school also reserves the right to report any illegal activities to the appropriate authorities.

**Review**

This policy was reviewed by the staff in March 2016 and will be updated regularly as developments in technology continue to impact on education.

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson B.O.M.

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

This form will be kept on file until your child is finished in St. Colman’s B.N.S.

**Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

**Pupils Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian**

As a 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 the Internet. I understand the 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)*

I am aware of the school website, and that occasionally teachers will upload samples of children’s work/projects and photographs of events on the site.

I know that children’s names will never appear under the photographs.

**I give permission I do not give permission**

**for my child’s work/photographs to be published on the school website.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_

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**St. Colman’s B.N.S.**

**Percival Street,**

**Kanturk,**

**Co. Cork.**

**Phone: 029 50768**

Email: colmanbns@eircom.net

25th May, 2020.

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school’s education programme we offer pupils from 1st to 6th classes supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students’ learning experience.

However, access to the use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school’s Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidently or deliberately access inappropriate or objectionable material.

The school respects each family’s right to decide whether or not to allow their children access to the Internet as defined by the school’s Acceptable Use Policy.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eilish Finnegan,

Principal.