

Scoil na Croise Naofa 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
- This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil na Croise Naofa .
- 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 na Croise Naofa 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 na Croise Naofa will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.
- Internet safety advice and support opportunities are provided to pupils in Scoil na Croise Naofa through our SPHE programme.

The policy and its implementation will be reviewed as the need arises.

This policy has been developed by a working group including: Principal, Deputy Principal and teachers. It updates and replaces an earlier policy and it was ratified by the Board of Management in February 2017 and amended to include facebook in April 2018.

The school will monitor the impact of the policy using teacher observation and logs of reported incidents.

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

The implementation of this Internet Acceptable Use policy will be monitored by class and support teachers and SNAs who will communicate any issues arising to the Deputy Principal or Principal.

Content Filtering

Scoil na Croise Naofa has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4. This level allows access to millions of websites including games and YouTube but blocks 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 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 and career development 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 not allowed at Scoil na Croise Naofa.

Social Media

The following statements apply to the use of Facebook, messaging, blogging and video streaming services in Scoil na Croise Naofa :

- Use of instant messaging services and apps including Facebook messenger, Snapchat, WhatsApp, G Chat etc. is not allowed in Scoil na Croise Naofa.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Facebook is being used by the school to communicate with parents and the wider school community to inform them of various events, school closures as well as showcasing school activities, all of which are aimed at promoting the school positively.

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 Scoil na Croise Naofa community.

Staff, parents and pupils must not discuss personal information about pupils, staff and other members of the Scoil na Croise Naofa 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 Scoil na Croise Naofa into disrepute. Any person who engages in negative conversations about children, staff or parents on social media accounts will be blocked from the school's page. Comments of this nature will be deleted.

Please do not request to "friend" a member of staff in the school. The 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 "tag" photographs or any other content which would identify any children or staff in the school. Children will not be identified in any photograph, video or post on the school's Facebook page.

Please ensure that online messages and comments to the school and about the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.

Staff and pupils must not represent their personal views as those of being of Scoil na Croise Naofa on any social medium.

Failure to keep the above rules will result in a permanent ban to our social media account and may result in the social media page being removed altogether. This is a valued resource for staff, parents and the wider school community and should be treated with respect.

Personal Devices

- Pupils are not allowed to bring personal internet-enabled devices into Scoil na Croise Naofa.

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 Scoil na Croise Naofa 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 are 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. This is included on the enrolment form for Scoil na Croise Naofa.

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** initially.

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 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.

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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Website

Pupils 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.

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.

Scoil na Croise Naofa will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission (as per enrolment policy).

Personal student information including home address and contact details will not be published on Scoil na Croise Naofa web pages.

Scoil na Croise Naofa will avoid publishing the first name and last name of pupils in video or photograph captions published online.