



Scoil Mhuire agus Eoin

Acceptable Use Policy

The Internet allows pupils access to thousands of libraries and information centres all over the world. While recognising there are risks we believe that the educational advantages outweigh the disadvantages.

The aim of this 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. It is the aim of the school that pupils use the Internet for educational purposes. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn.

School Strategy

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:

General

- We must remember to treat others with respect at all times.
- Internet sessions are supervised by a member of staff.
- Filtering software is used in order to minimise the risk of exposure to inappropriate material. Scoil Mhuire agus Eoin has chosen to implement Level 4 of Content Filtering on the Schools Broadband Network.
- Uploading and downloading of non-approved software is not allowed.
- Virus protection software is used and updated on a regular basis.
- Scoil Mhuire agus Eoin implements the following strategies on promoting safer use of the internet:
 - Internet safety guidelines are adhered to as outlined by Webwise.ie.
 - Pupils are provided with education in the area of Internet safety as part of our implementation of the SPHE curriculum.
 - Teachers are provided with continuing professional development opportunities in the area of Internet safety.
 - Scoil Mhuire agus Eoin participates in Safer Internet Day activities to promote safer, more effective use of the Internet.

Internet

- The Internet is for educational purposes.
- It is important that pupils
 - don't disclose or publicise personal information.
 - do not visit Internet sites or download content that contains unacceptable material.
 - report accidental accessing of inappropriate material to their teacher.

Email & Messaging

- Class email accounts can be used under supervision by a member of staff.
- It is important not to reveal personal details, such as addresses, telephone numbers or photos.
- Usernames will be used to avoid disclosure of identity.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Pupils 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.

Social Media

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

- Use of instant messaging services and apps including Snapchat, WhatsApp, tiktok etc. is not allowed in Scoil Mhuire agus Eoin.
- Use of blogs such as Word Press, Tumblr etc. is allowed only with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff and for educational purposes only.

School Website

- Pupils will be given the opportunity to publish work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupils' work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips that focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the names of individuals with a photograph.
- 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.

Distance Learning

During distance learning, we hope to maintain the link between school and home and to continue to communicate with families through various means.

We also recognise that online safety is of huge importance so we hope these guidelines will help to protect both pupils and staff, while online.

- Staff members can communicate with pupils and their families via Aladdin, email or through an established app (eg. Google Classroom, Seesaw, Class Dojo, Zoom).
- Any electronic forms of communication will be for educational purposes and to allow for communication with children and families.
- It is the duty of parents/guardians to supervise children while they are working online.
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- Remember our school rules – even when online they are still in place.
- Under no circumstances can pictures or recordings be taken of video calls.

Pupil Personal Devices

- The use of personal devices e.g. phones, memory sticks or other digital media is not permitted in Scoil Mhuire agus Eoin.
- If a student brings a device to school, it must be turned off and given to the teacher during the school day. The school cannot accept responsibility for loss or damage to such devices.

Legislation

Teachers, pupils and parents should familiarise themselves with the following legislation relating to use of the Internet:

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

Sanctions

Misuse of the Internet may result in disciplinary action in accordance with Scoil Mhuire agus Eoin Code of Behaviour. The school is required to report any illegal activities to the appropriate authorities.

This policy was ratified by the Board of Management in 2021. To be reviewed every 2 years.