Greaghrahan National School

This policy was formulated by Greaghrahan National School in consultation with staff members and in accordance with the relevant acts outlined in the policy under the legislation heading. It was ratified by the Board of Management. It is also available to read on the school's website by parents / guardians of the children.

Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet and computer resources 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

When using the internet pupils, 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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Greaghrahan National School. It also applies to members of staff, volunteers, parents, carers, and others who access the internet in Greaghrahan National School. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, suspension, or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. Greaghrahan National School 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 Greaghrahan National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

School Strategies:

Greaghrahan National School implements the following strategies to maximise learning opportunities and reduce risks associated with the internet:

● Pupils will be taught appropriate use of the internet, using the www.webwise.ie teaching

materials internet safety as part of our implementation of the SPHE and Stay Safe curricula. Greaghrahan National School participates in activities to promote safer and more effective use of the internet.

- The school will provide Internet Safety and Cyber-Bullying talks bi-annually for pupils and guardians from 4th – 6th class.
- Principal will link in with the community guard in relation to Internet Safety and Cyber-Bullying annually. (Ballyconnell and Cavan Garda Station)
- Staff will engage in Continuous Professional Development in relation to the AUP, internet safety and Cyber-Bullying on a regular basis.
- The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.
- Internet sessions will be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal disks, USB and memory sticks/cards, CD-ROMs/DVDs, or other digital storage media, in school requires a teacher's permission.
- Students will observe good "netiquette" – ie. etiquette on the Internet – at all times, will treat others with respect and will not undertake any actions that may bring the school into disrepute.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of Greaghrahan NS. This policy and its implementation will be reviewed regularly by the following stakeholders:

- Board of Management, teaching staff, support staff and a representative group of parents. The school will monitor the impact of the policy using:
- Logs of reported incidents. Should serious online safety incidents take place, the class teacher or principal should be informed.

Content Filtering

 ● 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 PDST – Technology in Education
 ● 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, 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 not copy information from the internet without acknowledging the creator and referencing the source of the content.

● 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.

● 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

● Pupils should not under any circumstances share their account login details with other pupils.

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

● 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.

● Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Greaghrahan National School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Greaghrahan National School.
- 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, and other members of the Greaghrahan National School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of Greaghrahan National School 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 Greaghrahan National School into disrepute.
- Staff and pupils must not represent their personal views as those of being Greaghrahan National School on any social medium.

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 by Greaghrahan National School 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.
- In the case of Cyber bullying, a one-off incident is enough to invoke sanctions. The prevention of cyber-bullying is an integral part of the anti-bullying policy of our school.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Greaghrahan National School:

- Smart devices or mobile phones are not permitted in school.
- The Board of Management of Greaghrahan National School does not accept any responsibility for loss, damage or theft of pupils' personal devices while they are on school property.
- Pupils are not allowed to use personal internet-enabled devices (e.g., smartphones and tablets) during school hours.
- Where a pupil breaks the above rule, the class teacher may confiscate the pupil's device. The device will be returned to the child's parent/guardian when they come to claim it.
- Images and 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 Greaghrahan National School 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 is only allowed with express permission from staff.

- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website.

- Pupils must not share images, videos or other content online with the intention to harm another member of the school community. Digital photographs, audio and/or video clips that appear on the School website are subject to copyright and cannot be copied and/or used in any other setting without express written permission.

- Digital photographs, audio and/or video clips captured by parents/guardians, family members and friends of groups of children in school, or engaged in any school-related activity, cannot be used on any social media site without express written permission from the parents/guardians of every child in the group.

School Website

- Pupils may be given the opportunity to have their projects, artwork, schoolwork or achievements on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

- Pupils' work will appear in an educational context.

- 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.

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

- Individual and group photographs will be published on the website and where children are named, only first names will be printed with photographs.

- Personal student information including surname, home address and contact details will not be published on Greaghrahan National School web pages. Greaghrahan National School will not publish the full names of pupils in video or photograph captions published online.

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

School Facebook Page

The purpose of having a school Facebook account is to provide;

- Communication with parents regarding specific events and activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school and enrolment dates
- Communication with a wider audience of school life via photos of pupil's projects, notice boards, etc.
- Communication with other schools and accounts with similar educational interests

Children's photographs will only be published on the school's Facebook page in exceptional circumstances.

In such instances express permission will be sought from the parents of the children involved.

Review

This policy was reviewed in March 2023 and will be updated regularly as developments in technology continue to impact on education in particular. Over the past few years, we have installed Promethean Interactive Panels in all classrooms. A bank of iPads has been purchased and the school received a donation of new computers from TU Dublin. A new computer suite has been developed for use by the pupils. Further reviews will involve input from teachers, parents, pupils and Board of Management.

Ratification and Review of policy The Board of Management has the right to review and propose amendments to this policy. This policy was devised by Greaghrahan National School in March 2020 and subsequently reviewed by the Board of Management at a meeting on 222nd March 2023. A review will be due to take place in March 2026.

Signed: _____ Date: _____
Chairperson Board of Management

Signed: _____ Date: _____
Principal

<u>Greaghrahan National School Permission Form – Internet Use</u>

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished Greaghrahan NS.

Name of Pupil: _____Class:_____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. 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 pupils access unsuitable websites.

□ I accept the above paragraph

□ I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website/Facebook page, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/Facebook page. I give permission for my child's photograph along with their first name to be published on the school's website page. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

□ I accept the above paragraph

□ I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____