

**Kilmurry National School**

**S.N. Cill Mhuire**

**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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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 Kilmurry National School.

* It also applies to members of staff, volunteers, parents, carers and others who access the internet in Kilmurry National 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.

It is important that Parents, guardians and pupils are aware of our Anti-bullying policy in relation to social media:

* 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 should be dealt with, as appropriate in accordance with school’s code of behaviour/Anti-bullying Policies
* However, in the context of this policy, placing a once off offensive or hurtful public message, image or statement on a social network site or other public forums where that message, image or statement can be viewed and / or repeated by other people will be regarded as bullying behaviour.

Kilmurry 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 Kilmurry 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.

Kilmurry National School implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety i.e. CPD through PDST, Cork Education Centre, Croke Park C.P.D
* Pupils will not be given access to the internet without teacher supervision
* Internet will be used for educational purposes only
* Filtering software/ virus protection software is used to minimise the risk of exposure to inappropriate material.
* The school class teacher will regularly monitor children’s internet usage.
* Pupils will be taught to evaluate the content of internet sites.
* Uploading and downloading of non-approved material is banned.
* The use of personal discs, external storage devices or C.D. ROMs in school, require a teacher’s permission
* Children/Parents are prohibited from contacting teachers/staff through any form of social media.

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

* Board of Management, teaching staff, support staff, pupils, and parents representatives i.e. Parents Association

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited). i.e. viewing history
* Surveys and/or questionnaires of pupils.
* Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Kathleen Creedon Principal(DLP) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Principal and Staff.

**Content Filtering**

Kilmurry National School 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/ outside classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class 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 allowed with staff permission.
* 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 Kilmurry National School.

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

Pupils will not use school email accounts or personal emails.

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 Kilmurry National School:

* Use of instant messaging services and apps including Snapchat, What’s Apps, G Chat etc. is not allowed in Kilmurry National School.
* Use of blogs such as Word Press, Tumblr etc. is allowed in Kilmurry National School with express permission from teaching staff.
* Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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, other members of the Kilmurry National School community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Kilmurry 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.

Pupils must not engage in activities involving social media which might bring Kilmurry National School into disrepute.

Staff and pupils must not represent your personal views as those of being Kilmurry National School on any social medium.

**Personal Devices**

Pupils 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, and digital music players in Kilmurry National School:

* Pupils are only allowed to bring personal internet-enabled devices into Kilmurry National School with expressed permission from staff.
* Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
* Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

**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 Kilmurry 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 expressed permission from staff.

Permission from parents or carer’s 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 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 will be dealt with in accordance with our Code of Behaviour/Antibullying Policies.

**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 and 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 Kilmurry 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. This definition includes cyber-bullying even when it happens outside the school or at night.

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

**School Websites**

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.

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.

Kilmurry National School will use only digital photographs, audio or video clips with parental permission.

Personal student information including home address and contact details will not be published on Kilmurry National School web pages.

The Kilmurry National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Kilmurry national School also utilises a school Facebook page to connect with the local community. Please refer to our Social Media Policy for further guidance.

**Digital Portfolio**

Teachers may utilise the Seesaw platform for building pupil Digital Portfolios. The school iPads will be used to facilitate the development of the portfolios. Seesaw will also be used when necessary during any remote learning.

**Remote Learning**

Please refer to our Remote Learning Policy for guidance on remote learning during the COVID 19 Pandemic.

This policy was ratified by B.O.M on: 18th November 2021

This policy will be reviewed as necessary

Nora Murphy. Nora Murphy, Chairperson B.O.M.

Trish Collier Trish Collier, Principal

Date: 18th Nov 2021. To be reviewed as necessary

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