



Rathbeggan N.S.
Dunshaughlin, Co. Meath

Tel: 01 8259891 e-mail: office@rathbegganns.ie
Registered Charity Number: 20131616

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.
- The i-pad contract is shared with all children from 1st – 6th classes in September. It should be discussed at home, the roles and responsibilities around safe internet use outlined, contract signed and returned.
- 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
- 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.
- Rathbeggan N.S. 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 Rathbeggan N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Rathbeggan N.S. implements the following strategies on promoting safer use of the internet :

This policy and its implementation will be reviewed periodically.

- by children
- 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:
- Should serious online safety incidents take place, the principal should be informed.
- The implementation of this Internet Acceptable Use policy will be monitored by all stakeholders.

Content Filtering

Rathbeggan N.S. 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 will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher, deputy principal or principal.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 Rathbeggan N.S. .
- 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Rathbeggan N.S.

- 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 Rathbeggan N.S. community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Rathbeggan N.S. 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 Rathbeggan N.S. into disrepute.
- Staff and pupils must not represent your personal views as those of Rathbeggan N.S. on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Rathbeggan N.S. :

- Pupils are not allowed to bring personal internet-enabled devices into Rathbeggan N.S.

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 Rathbeggan N.S. pupils must not take, use, share, publish or distribute images of others.
- Taking photos or videos on school grounds or when participating in school activities is 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.
- 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.

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.
- Measures are taken by Rathbeggan N.S. 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.
- Personal student information including home address and contact details will not be published on Rathbeggan N.S. web pages.
- The Rathbeggan N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Distance Learning

- When necessary the school staff may engage with the children remotely using platforms such as Aladdin Connect, Zoom, Loom and Padlet. The Acceptable use policy and the Code of Behaviour apply to all participants.
- GDPR and Child Safeguarding Rules apply, as though in a school setting.
- There is no consent for any session to be recorded. This is implicit in the child taking part in the Zoom.
- For security reasons, the link/password for a session should not be shared. Every participant should access it through their Connect.
- Staff may only communicate via Aladdin Connect.
- Although a quiet space is desirable, a bedroom is not a suitable location for an online session. All participants should be dressed appropriately.
- Parents should be present at all times and help the children to use the video, track who is speaking and wait their turn to contribute.
- If possible use a headset with a built in microphone to minimize feedback.
- The teacher may terminate or reschedule a session without notice.

Legislation

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

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.

Student's Signature: _____ Parent/Guardian : _____

As the parent or legal guardian of the above student, 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 students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____