

Rathbarry National School

Acceptable Use Policy

Reviewed: 11/03/2024



Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote lifelong learning. However, some material available on the internet is unsuitable for children and therefore these guidelines will be followed when using mobile devices and accessing the internet.

The aim of the policy is to ensure that pupils will benefit from learning opportunities offered by the school in a safe and effective manner. Internet access is considered a school resource and privilege.

It is envisaged that the AUP will be revised on a regular basis, as deemed necessary by changing circumstances.

School's Strategy

Rathbarry N.S., will employ several strategies to maximise learning opportunities while at the same time, reduce risks associated with internet use. These will include:

General Approach

When using the internet pupils 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.

- School iPads along with all school owned digital devices must be handled with care at all times. Responsibility for such items remains with the pupil and when not in use must be given to the teacher or stored in a secure place.
 - Photographs – camera and audio recording functions may only be used under the direction of the teacher.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Rathbarry National School via devices provided by the school &/ via Department of Education funding including iPads, laptops and desktop computers.

It also applies to members of staff, volunteers, carers and others who access the internet in Rathbarry 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.

Education and Filtering

- Pupils will be provided with education in internet safety as part of our implementation of the SPHE and Stay Safe curricula including use of the 'Kids' section on the www.webwise.ie website.
- Rathbarry National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Internet sessions will be supervised by a teacher.
- The Schools' Broadband Programme (SBP), managed by the National Centre for Technology (NCTE), offers all Irish schools content filtered broadband. The school will provide internet safety support for children and monitor pupil's internet usage.
- 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.

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 is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Pupils will use the internet for educational purposes only.
- Pupils will never disclose or publicise personal information about themselves or others.

Email and Messaging

Pupils should not under any circumstances share any 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 or pop-up's that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

School Website and Social Media

Pupil's work may be published by teachers on the school website and on social media as a means of promoting the wonderful work undertaken by the pupils at our school.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to endeavour that they do not contain any inappropriate or offensive content.

Rathbarry National School will aim to use only digital photographs, audio or video clips focusing on group activities.

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

Pupils are not allowed the use of instant messaging services and apps including Snapchat, WhatsApp, Facebook etc. at Rathbarry 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 Rathbarry National School community. Staff and pupils must not discuss personal information about pupils, staff and other members of the Rathbarry 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 Rathbarry National School into disrepute.

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

Personal Devices

The following statements apply to the use of internet-enabled devices in Rathbarry National School:

- The school acknowledges that some pupils have been approved for and have received Assistive Technology e.g. laptop, iPad etc. and require these in school to engage in work allocated by their teacher.
- The Board of Management of Rathbarry National School does not accept any responsibility for loss, damage or theft of pupils' personal devices while they are on school property.
- Pupil mobile phones are not allowed on school premises.
- 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 & Video

At Rathbarry 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. Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website or school social media sites (Facebook etc.). 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.

The introduction of legislation in terms of GDPR has brought about some change for schools regarding the images and video. The Data Protection Commission has offered some guidance on this generally for schools and also for parents (at sports events, concerts, church events etc) in order to help everyone become cognisant of their responsibilities and thus can be summarised as follows:

Generally, Rathbarry National School does not ban parents/guardians taking pictures of a school event in so far as the image/video will not be posted/published anywhere and are solely used for reminiscence's sake. This is known as the "household exemption".

Cyberbullying

When using the internet pupils and staff are expected to always treat others with respect. 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 Rathbarry 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. However, 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.

Scoil Náisiúnta Rath A'Bharraigh

Rathbarry National School

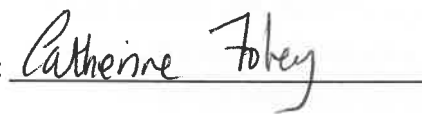
Roll No: 17715M

This statement has been ratified by the BOM of Rathbarry N.S. and was implemented as and from 11th March 2024

This policy was reviewed in March 2024

Signed:  Date: 11/03/24

Chairperson Board of Management, Rathbarry National School

Signed:  Date: 11/03/24

Principal, Rathbarry National School.

Rathbarry National School



Permission Form

As part of the school's *Acceptable Use Policy* we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission. The school rules on Internet Use are shown below.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial and potentially harmful.

The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Responsible Internet Use Agreement:

This agreement will help us to be fair to others and to keep everybody safe:

- ✓ I will ask permission before using the internet.

- ✓ I will not look at or delete other people's files/photos.
- ✓ I will not bring software or disks into the school without permission.
- ✓ I understand that the school may check the school devices and the internet sites I visit.
- ✓ I will only email people I know, or my teacher has approved (where applicable).
- ✓ The messages I send will be polite and sensible (where applicable).
- ✓ I will not give my home address or phone number or arrange to meet someone.
- ✓ I will ask for permission before opening an email or an email attachment sent by someone I do not know (where applicable).
- ✓ I will not use internet chat.
- ✓ If I see anything I am unhappy with or receive messages I do not like, I will tell a teacher immediately.

Please read this agreement with your child and, where applicable, please ensure your child signs below to indicate their understanding and acceptance of the agreement.

Signed: _____ Date: _____