

Scoil Cholmáin, Whitegate N.S.

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Internet Acceptable Use Policy

Rationale

Current educational research emphasises the benefits of curriculum-based Internet use. The purpose of this policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources and will be protected from harmful and illegal use of the Internet.

Scoil Cholmain, Whitegate N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

- Acceptable Use Policy
- Education-Safety, Awareness, IT. Skills and Educational Research.
- Filtering/Monitoring

Santions

If a pupil deliberately misuses the Internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet Usage

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be provided for from Junior Infants–6th class.

The following precautions will be taken into account:

- The Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by the teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage.
- Pupils and staff will receive training in the area of Internet safety
- Pupils will be taught to evaluate content of Internet sites
- Teachers will be made aware of Internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- The use of , external storage devices or CD-ROMS in school requires a teacher's permission
- Pupils will observe good "netiquette"(etiquette on the Internet) at all times and will not undertake any action that may bring a school into disrepute
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

Pupils are permitted to use the class email subject to the following rules:

- Email will be used for educational purposes only
- Students will only use approved class email accounts under supervision by or permission from the teacher
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not send text messages to or from the school email
- Pupils will not reveal their own or other people's personal details e.g addresses, telephone numbers, or pictures via school email
- Pupils will never arrange to meet someone via school email
- Sending or receiving email attachments is subject to teacher permission

Internet Chat

Students are not permitted to use Internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website
The following rules/guidelines will apply:

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class Lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, videos clips and audio clips will focus on groups and group activities rather than individual pupils
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a student's work will be sought from pupils' parents/guardians. (This permission may be withdrawn at any time)
- Pupils will continue to own the copyright on any work published

Education

Scoil Cholmáin, Whitegate N.S. will educate or provide education on the safe, responsible use of the Internet.

Teachers, students, 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
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Resources that may be used to implement Internet safety awareness include the following:

- Internet Safety Awareness Programmes
- Use of the 'Kids' www.webwise website.
- Internet Safety Awareness Workshops and Seminars.

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

All school computers will have Firewall software installed.

Tablets

There are five iPads in the school. These are timetabled for usage in the classes at the teachers discretion. The iPads are used solely for educational purposes.

Facebook page - Whitegate National School

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

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become “friends” with staff as failure to respond may cause offence
- Users cannot tag photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page.

Personal Devices

Under our Mobile Phone and Electronic Gadgets Policy, personal devices are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents. This occurs during exceptional circumstances and/or project work.

Sample Letters/ Forms

Included in this policy are samples of the following:

- Letter to Parents
- Internet Permission Form
- School Website Permission Form
- Responsible Internet Use Pupil Undertaking Form

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them become proficient in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become Internet Wise. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on 'YouTube' is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet Safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Acceptable Usage Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage. Mise le meas,

Principal, Scoil Cholmáin, Whitegate N.S.

Internet Permission Form Scoil Cholmáin, Whitegate N.S.

Name of Pupil(s) -----

Class(es)-----

As the parent or legal guardian of the above child. I have read the Internet Acceptable Usage Policy and grant permission for ----- to access the Internet.

I understand that the school Internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Responsible Internet Use Pupil Undertaking Form.

Scoil Cholmáin, Whitegate N.S.

I _____ ,
(CHILD'S NAME, BLOCK CAPITALS)

Agree to the following:

- I will always ask permission before I use the Internet.
- I will not send personal information e.g names, addresses, phone numbers, about me or anyone else online.
- I will not ask others to disclose personal information online.
- I will tell my teacher/parent/guardian if I find something online which upsets me.
- I will always treat others on the Internet as I would like to be treated.
- I will always have fun in cyberspace but will remember that the virtual world is not the real world.
- I will share with others my online experiences
- Copying from the Net may be illegal and I will always ask permission from the web author to use material from the Net and check with my parent/guardian/teacher.
- I will never meet or arrange to meet someone through the Internet.
-

Signature 1. _____
CHILD

Signature 2. _____
PARENT/GUARDIAN

Date: _____

Policies Related to Internet Acceptable Usage Policy

- Code of Behaviour
- Anti-Bullying
- Health and Safety
- Data Protection
- Supervision of Pupils
- ICT-Acceptable Usage Policy, (Staff)
- Mobile Phone Usage

The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of the above listed policies.

This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and Patron if requested.

Ratification

This policy has been ratified by the Board of Management.

Signed: _____

Chairperson of Board of Management

Date: _____

It will be reviewed in the second term of 2023/2024 or before this if legislation affects this policy's content.