

Internet/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 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will review the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created in June 2005 through a consultation process involving teachers, parents, Board of Management & I.T. Technician at St. Martin's N.S.

The AUP was updated in June 2021 to cover home based online teaching as a consequence of the COVID 19 lockdown.

School Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- A teacher or member of staff will always supervise use of the Internet.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise offensive materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students 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.

Email

- Students will use approved class email accounts only with permission from a teacher and/or under their supervision.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Fact-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school web site. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Home based online learning

Guidelines for parents for good online communication in Brittas NS:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online, whether it be on zoom, Seesaw or Google classroom.
4. Parents should ensure any content the student is submitting to his/her teacher is appropriate.
5. Staff members can communicate with pupils and their families via zoom, Seesaw or through Google Classroom and school email (martinsbrit.ias@gmail.com). Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using Google Classroom, zoom, Seesaw and school email accounts which have been approved by the school and of which parents have been notified
7. For zoom, Seesaw and Google Classroom, parental consent prior to engagement will be sought.
8. Brittas NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
9. Communication using a mobile phone, where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Staff members will communicate with pupils and families during the hours of 8.50am – 2.30 (1.30 for infants), where possible.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with Google Classroom and associated apps before using them with pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

Legislation

The school can provide information on the following legislation relating to use of the Internet which teachers, students and parents may familiarise themselves with:

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

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.

Approval:

Updated policy approved by the Board of Management at the meeting of September 22nd 2021.

Signed: _____ Date: _____

Brian Reid
Chair – BOM