

## **Scoil Naomh Caitríona**

### **Internet Acceptable Usage Policy (AUP)**

The aim of this Acceptable Usage Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

#### **School's Strategy**

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

##### **General**

- Internet sessions will always be supervised by a teacher/ supervisor.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will monitor pupils' internet usage.
- Teachers will make pupils aware of internet safety.
- Uploading/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 memory storage, memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

##### **World Wide Web**

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to their teacher.
- Pupil laptops are considered part of the school network, even though they may be taken from the school premises for the duration of the child's enrolment in Scoil Naomh Caitríona. As such any material of an objectionable nature purposefully

brought into school on a laptop/netbook/hard drive will be seen as a breach of the AUP.

- Pupils will use the internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils 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.
- Social networking sites such as Facebook/ Instagram/ Snapchat etc. are not accessible in school. Any inappropriate commentary, blogging, posting of objectionable images or materials specifically related to any Pupil or staff-member of Scoil Naomh Cairtriona will be deemed a breach of the AUP.

#### **Email**

- Pupils will use class email accounts only. Class email accounts can only be set up with the approval of the Principal and Class Teacher. Emails using these accounts cannot be accessed or sent without 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.
- Personal email accounts for pupils cannot be set up in school.
- Pupils with personal email accounts are prohibited from using them in school.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- 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.
- Face-to-face meetings with someone organised via internet chat is forbidden.

## **School Website**

www.stcathns.com

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website under the direction of their class teacher and the website administrator.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will appear in an educational context only.
- The school may use digital photographs, audio or video clips focusing on group activities. Photographs, audio and video clips focussing on an individual pupil will not be published on the school website.
- Personal pupil information including home address and contact details will not appear on the school website.
- The school website will not publish the names of individuals in a photograph.

## **Twitter**

@StCatherinesNS

The school has a twitter account through which we share what we do in the school with our school's families and the wider community. These protocols will be followed in relation to tweets.

- Pupils' names will not be tagged with any school photographs that we tweet.
- If we tweet about a specific child (i.e. for winning a competition) an identifying photo will not accompany the tweet.
- We will not tweet any photographs of pupils on their own.

## **Personal Devices**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- Mobile phones should be left at home in the first instance. Contact may be made with pupils through the school office.
- Any mobile phone that is brought to school must be used in accordance with our school Mobile Phone Policy

## Direct Communication using Internet

Staff in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Webex, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. Logging onto this meeting is taken as consent from parents for their child to participate. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class (See Appendix One for specific rules).
- The staff member has the right to remove any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services

## Support Structures

Useful information for parents and teachers on safety on the internet can be found at [www.webwise.ie](http://www.webwise.ie) and at [www.hotline.ie](http://www.hotline.ie).

## 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.

Reviewed and approved by the Board of management Scoil Naomh Caitríona

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson