

Internet 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.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents 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.

This Acceptable Use Policy

* applies to pupils who have access to and are users of the internet in The Monastery School.
* It also applies to members of staff, volunteers, parents,  student teachers, visitors and others who access the internet in The Monastery School

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.

The Monastery School 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 The Monastery School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and will work with parents to resolve the incident and impose the appropriate sanctions.

The Monastery School implements the following strategies on promoting safer use of the internet :

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE  curriculum.
* Internet safety advice and support opportunities are provided to pupils in The Monastery School through our SPHE programme,  the Webwise Programme,   Garda Liaison visits, School Completion Programme and Pastoral Care.
* Teachers will be provided with continuing professional development  opportunities in the area of internet safety and through sharing best practice during collaborative planning.
* The Monastery School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

* Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, Student Council, parents, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited).
* Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the designated teachers.

Content Filtering

The Monastery School 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 inappropriate 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 teacher who will inform the co-ordinating teachers .

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 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.

* 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 allowed at Scoil Na mBráithre by staff members. Communication with parents and pupils should be carried out using the teachers’ work email address.
* When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
* 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 they only know through emails or the Internet.

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

Distance Learning

Where teaching cannot be conducted on the school premises,

teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet , digital books or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.

● The school has signed up to the terms of service of the Online Platforms in use by the school.

● The School has enabled the most up to date security and privacy features which these Online Platforms provide.

● In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as

pupilname.student@themonasteryschool.ie

● Parents/guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.

● If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.

* Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
* If teachers are using Seesaw , parents /guardians must consent to their child accessing Seesaw before a code is issued.
* Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.

Social Media / School App/ School Website

* The school’s website address is: www.themonasteryschool.ie
* The School’s Twitter account is @Monasteryschool
* The School uses the Aladdin App which is known as Aladdin Connect.

The following statements apply to the use of messaging, blogging and video streaming services in The Monastery School.

* Use of instant messaging services and apps including Snapchat, Whats Apps, etc. is not allowed in The Monastery School.
* Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times under teacher supervision in   The Monastery School.
* Personal information relating to the student including their surname, home address and contact details will not be included on school social media.
* Photos/Videos may be used for the School Website, Twitter, School Newsletter, local magazines and other school-related activities. Eg. Graduation video/ First Holy Communion video, Sports Day etc
* Parent(s)/guardian(s) are requested not to ‘tag’ photographs or any other content which would identify any children or staff in the school.
* Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school’s social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the 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, other members of The Monastery School community

Staff and pupils must not discuss personal information about pupils, staff and other members of The Monastery 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 The Monastery School into disrepute.

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 the designated teacher.

The Monastery School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

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

 The Monastery School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in The Monastery School:

* Pupils are not allowed to bring personal internet-enabled devices into The Monastery School.

Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy will be sanctioned accordingly.

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 The Monastery School pupils must not take, use, share, publish or distribute images of others without their permission and the permission of the class teacher.

Taking photos or videos when participating in school activities is only allowed under the direction of the class teacher and for educational purposes.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

On enrolment , written permission from parents or guardians will be obtained before photographs or videos of pupils are published on the school website and other platforms used by the school.

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.

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.

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.

 Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Dear Parent(s)/Guardian(s),

The staff and Board of Management of school name have recently reviewed the school’s

Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission Form

As the parent or legal guardian of ………………………., I have read the Acceptable Use Policy and grant permission for my son or the child in my care to access the Internet for educational purposes under the teacher's supervision. 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, photograph or video of my child 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.

Parent/Guardian : Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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