



Internet Acceptable Use Policy

DRAFT

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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 resources' refers to, but is not limited to, school iPads, laptops, G Suite education apps, etc.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Firhouse Educate Together National School.

- It also applies to members of staff, volunteers, parents/guardians, carers and others who access the internet in Firhouse Educate Together National School.

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.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as per Code of Positive Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Firhouse Educate Together National School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff in school under this policy and associated codes of behaviour and anti-bullying policies. In such cases Firhouse Educate Together National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Firhouse Educate Together National 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 and Stay Safe curricula.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Firhouse Educate Together National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed every two years (starting 2022) by the following stakeholders:

- Board of Management, teaching staff, support staff and parents

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Consultation with representative members of the school community.

Should serious online safety incidents take place, the principal and the ICT team should be informed by the staff member involved.

The implementation of this Internet Acceptable Use Policy will be monitored by the ICT team in consultation with the teaching staff.

Content Filtering

Firhouse Educate Together National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 on secure network - This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- Level 3 on password-protected public network - The most common setting, this level gives access to millions of websites including games. However, sites like YouTube, Facebook and Flickr are blocked.

Pupils will only have access to the password-protected public network.

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 and in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally attempt to 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. Teachers will inform the principal or a member of the school management team. Parents/ Guardians will be informed.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to the nearest member of staff. This member of staff will then inform the principal and the ICT team.

Pupils and staff should not copy information from the internet without attempting to acknowledge the creator and referencing the source of the content.

Pupils in Senior Classes will engage in lessons on safe searches and referencing of content in their own work at least twice during their time in the school.

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 purposes.

The school has two WiFi platforms:

Firhouse ETNS Secure Network: Google Access to Internet/ Adult Platform with password access. Level 6 Content Filtering.

Firhouse ETNS Guest Network: School Broadband Access/ Child Platform (Default platform) Level 3 Content Filtering.

Email and Messaging

- The use of school email accounts are only allowed at Firhouse Educate Together National School with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils. Pupils will be encouraged to keep their password safe.
- Pupils should not use school email accounts to register for online services such as social networking services.
- Pupils will only use school email accounts to register for apps and games pre-selected and approved a teacher.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, 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 that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Firhouse Educate Together National School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Firhouse Educate Together National School and should be blocked by the Level 3 Content Filtering.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Firhouse Educate Together National School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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 Firhouse Educate Together National School community.

Staff and pupils must not discuss personal information or identifying features about pupils, staff and other members of the Firhouse Educate Together 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 Firhouse Educate Together National School into disrepute.

Staff and pupils must not represent your personal views as those of Firhouse Educate Together National School on any social medium.

Misuse of the internet mentioned above may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as per Code of Positive Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smart watches and digital music players in Firhouse Educate Together National School:

- Pupils are not allowed to bring personal internet-enabled devices into Firhouse Educate Together National School as defined in Personal Devices Policy.
- Pupils are not allowed to use personal internet-enabled devices on the school grounds.
- As noted in the School Tour Policy, this also applies to school trips.
- Further details on this can be found in the Personal Devices Policy (formerly the Mobile Phone Policy).

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 Firhouse Educate Together National School pupils must not take, use, share, publish or distribute images of others without their permission.

Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website. If parents/ guardians notice a photograph which should not be on the school website, they can request that it be taken down and the class teacher can be notified.

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. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Misuse of the internet mentioned above may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as per Code of Positive Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

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. See Anti-Bullying Policy.

Measures are taken to ensure that staff and pupils of Firhouse Educate Together National School are aware that cyberbullying is defined as:

“Bullying that happens online or by phone is called cyberbullying. It is important to emphasise that cyberbullying does not have to be repeated behaviour - placing a once-off offensive or nasty comment, picture or image on a public site such as Facebook is bullying.” (Stay Safe, PDST, 2016). Other examples include group chats.

A once-off offensive or hurtful text message or other *private* messaging, does not fall within the definition of cyberbullying.

The prevention of cyber-bullying is an integral part of the anti-bullying policy of our school. Where such incidents occur outside the school but impact on pupils' relations in school, the staff may act as appropriate in accordance with the school's Anti-Bullying Policy.

School Websites

Teachers may, with the consent of parents/guardians, publish pupils' projects, artwork or school work on the school website in accordance with the principles outlined below.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

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

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

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

Parents/Guardians may request material created by their child or material featuring their child be removed from the school website.

Permission Form

Legislation

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

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

I agree that I have familiarised myself with the above legislation in relation to the use of the Internet:

Parent/Guardian: _____

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school and in associated policies:

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the FETNS Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. 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 however, the school cannot be held responsible if students access unsuitable websites or engaging in cyberbullying.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork 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.

Signature: _____

Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Student: _____

Class: _____

Signed: _____

