



O'Growney National School

Internet Acceptable Use Policy

Introduction: Pupil Access to the Internet

Internet access is now available to pupils. The school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes and for researching project materials. The Internet has the potential to provide access from the classroom to educational resources within Ireland or from many parts of the world. A large variety of source materials, information, images and computer software can be accessed rapidly. It is possible to facilitate individual or group projects, collaboration and idea sharing between geographically dispersed pupils, teachers and schools.

Pupil use of telecommunications and electronic information will be provided only upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

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 and tablet 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 O'Growney National School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in O'Growney National 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. Should serious online safety incidents take place, the Principal/Deputy Principal should be informed immediately.

Pupil Guidelines for Internet use

- Pupils are responsible for good behaviour on the internet, just as they are in the classroom or on a school corridor. General school rules apply.
- Do not use bad language, and do not send messages that could be offensive to another person.
- Never give out personal information such as your home address or telephone number.
- Internet sessions will always be supervised by a teacher.
- Users will use the Internet for educational purposes only.
- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Access is a privilege, not a right and that access requires responsibility.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupil's internet usage. The school reserves the right to monitor Web activity.
- Uploading and downloading of non-approved software is not permitted.
- The use of personal memory sticks, CD- ROMS, or other digital storage media in school requires a teacher's permission.

Web Browsing and Downloading

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, magazines and other potentially offensive media. Pupils will not intentionally 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. 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 only.

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

Pupils will not send any material that is illegal, obscene, and 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.

Personal Devices

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

- Pupils are not allowed to bring personal internet-enabled devices into O'Growney National School.
- Pupils are not allowed to use personal internet-enabled devices during lessons.

Pupils are not allowed to use personal internet-enabled devices during social time.

If a personal device is placed (e.g. phone, tablet, smart watch) with the school for safe keeping the school takes no responsibility for any damage caused to the device and will not pay for any damages caused. All device devices should be kept at home.

Data Protection Act

The school's Data Protection Policy applies to the **personal data** held by the school's Board of Management, which is protected by the Data Protection Acts 1988 to 2018 and the E.U. General Data Personal Regulation (G.D.P.R.) Data Protection Acts were passed to deal with privacy issues arising from the increasing amount of information kept on computer about individuals. In accordance with the Act, the school only publishes pupil information that is relevant to the context of the web page.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in O'Growney National School:

- Use of instant messaging services and apps including Snapchat, Whats App, G Chat etc. is not allowed in O'Growney National 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 O'Growney National School Community.
- The impersonation of O'Growney National School or/and any staff member of O'Growney National School is strictly prohibited. Any such breach of acceptable use policy (AUP) will be sanctioned accordingly.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the O'Growney 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 O'Growney National School into disrepute.
- Staff and pupils must not represent your personal views as those of O'Growney National School on any social medium.

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.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Students may not use any personal device with recording or image taking capability while in school or on a school outing.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- 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.

School Closures due to Covid -19 or other instances of prolonged closure.

In the event of a pod, number of pods /class /partial or whole school closure, class work will be posted on Aladdin by each class teacher on the previous Sunday before 6p.m. This may be accessed by each pupil the following morning and each day for daily work. Corrections, criticisms or affirmations of work done may be made throughout the week. Social interactions may take place between teacher class and pupils throughout the week during school hours.

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.
- This definition of bullying 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.

School Website

The school has a website accessible by any Internet user around the world. The website contains information and pictures / videos of school activities, as well as work of the pupils. 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 a teacher. Personal student information including home address and contact details will not be published on O'Growney National School web pages. O'Growney National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

This policy has been made available to school personnel, published on the school website and is readily accessible to parents and pupils on request. It has been provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron, if requested.

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Code of Behaviour and Excellence Policy

Policy was adopted and ratified by the Board of Management on **5th June, 2024**

Signed: Fr. Padraig McMahon
Chairperson, Board of Management

Date: **5th June, 2024**

Signed: Mr. Martin Hanly
Principal

Date: **5th June, 2024**

Permission Form

Legislation: The following legislation relates to the use of the Internet which teachers, students and parents should familiarise themselves with:

1. Data Protection (Amendment) Act 2003.
2. Child Trafficking and Pornography Act 1998
3. Interception Act 1993
4. Video Recordings Act 1989
5. The Data Protection Act 1988

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.

Student's Signature: _____

Date: _____

As the parent or legal guardian of the above student, I have read the 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, 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 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: _____

Parent/Guardian Signature: _____

Date: _____

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