



Internet Acceptable Usage Policy (I-AUP)

This policy applies to **all users of I.T. in our school**, i.e. staff, pupils, student teachers, those who are on work experience, visitors etc.

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 Therefore, if the school I-AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the I-AUP will be imposed.

School's Strategy:

The school will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet/broadband. These strategies are as below 1-3. A combination of all three of the above strategies will be used rather than over reliance on one.

1. Internet Acceptable Usage Policy (I-AUP).
Implement and update an I-AUP and make teachers, students and parents aware of this.
2. Education/Digital Literacy
Educate students on how to be safe on the web.
3. Filtering/Monitoring
The filtering/monitoring is currently set at level four.

Use of the Internet in Moyderwell Mercy Primary

- Internet will be used for Educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.

- The school will regularly monitor the pupil's Internet usage.
- Pupils will receive training in the area of Internet safety.
- Pupils will be taught to evaluate the content of Internet sites.
- Teachers will be made aware of Internet safety issues.
- Uploading and downloading of non-approved material is banned.
- Virus protection software will be used and updated on a regular basis.
- The use of external storage devices in school requires a teacher's permission.
- Users will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.

Email

The following rules will apply when pupils are allowed to use email:

- Email will be used for educational purposes only.
- Students will only use approved personal G-Suite School Accounts or class email accounts under supervision with permission from a teacher.
- Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Users will not send text messages to or from school email.
- Users will not reveal their own or other personal details e.g. Addresses, telephone numbers or pictures via school email.
- Pupils will never arrange to meet someone via school email.
- Sending or receiving email attachments is subject to teacher permission.
- School e-mail must only be used for school related business.

Internet Chat

- Students are not permitted to use Internet Chat Rooms at school.
- Discussion forums between schools may be arranged from time to time through the class-teacher
- Allowing children supervised access to the internet on a mobile computer device at home (phone, tablet, laptop, PlayStation etc.) is eventually inevitable in today's digital world, and as they become more capable and mature, it is a great way to stay up-to-date on the news, do research for school projects, and communicate with friends, but it can also be very dangerous. **It is the responsibility of the parent** to make sure that their own child stays safe and that all communication is respectful.
- Parents must use their best judgment and be sure to **establish some firm ground rules** guided by the advice from <https://www.webwise.ie/parents/> and empowered with the knowledge that nothing beats "old-fashioned" parenting of instilling values, laying down boundaries and two-way communication. Children's access to the cyber-world after school should be **monitored** regularly by the parent.

Quick Guidance for Parents and Children

- **Parental controls** should be set on the device being used
- **5:1 Rule:** Five hours off-line for every one hour online
- **Real friends** who the child knows in real life.
- **T-Shirt Rule:** Do not post anything (type/say) online that you would not wear on your t-shirt. Respectful communication at all times
- **Cyberbullying = Stop** the chat (don't forget to screen shot the evidence) **/Block** the person cyber-bullying, **Tell** (Parent/Teacher or the child's One Good Adult).
- **Screenshot** evidence is necessary and helpful when dealing with allegations of online 'Bullying' incidents which must be dealt with through the school's Anti-Bully Procedures which follows

School Website

Designated teachers will manage the publication material on the school website.

- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
- Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a student's work will be sought from pupils/parents/guardians. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

Legislation:

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

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures:

Internet safety advice is available

<https://www.webwise.ie/>

<https://www.pdsttechnologyineducation.ie/en/>

Pupil Responsibilities

Pupils are responsible for good behaviour on the Internet.

- Access is a privilege not a right.
- Teacher's permission must be sought at all times before printing or downloading any text, images or other data while at school.
- Personal information i.e. home address or telephone numbers or personal information on other people should never be given out.
- The use of external drives is not allowed.
- Pupils will observe good "netiquette" at all times and will not undertake any actions that may bring themselves, their families or the school into disrepute.
- If any of these rules are broken, the privilege of use will be withdrawn and sanctions as outlined below will be imposed.

Sanctions

Misuse of the Internet/broadband may result in disciplinary action including:

- Verbal warning
- Note to parents
- Withdrawal of access privileges – short term/long term.
- Any illegal activities will be reported to the appropriate authorities.
- This Internet- Acceptable Usage is considered part of/ integrated with the school's Code Of Behaviour, Supervision, and Anti Bullying policies.

G-Suite for Education Apps

G-Mail, Google Classroom, Google-Meet are the chosen online applications of communication for teachers and children at Moyderwell Mercy Primary School.

It is important, when working with children and young people, to ensure that the use of digital media and ICT is consensual, ethical and not misused to cause harm to an individual'
(Tusla, Child Safeguarding - A guide for Policy, Procedure and Practice page 55)

In the event of any extended school or class closure, Google Meet (live video linked to Google Classroom) may take place.

Staff and management will continue to uphold privacy, ensure ethical information governance and respect data protection rights.

In accordance with our current online safety policy, we ask parents or guardians, to read the contract below and sign.

G-Suite Usage Contract:

As guardian/parent to (Name of Child) _____,

- I give my permission to the school to set up an '@ moyderwellmercy.ie' G-Suite account for Education Purposes for my child to enable him/her to engage with G-Suite for Education applications such as Google Classroom, Google Docs, Google Slides, Google Forms, Google Meet (Live Video linked to Google Classroom). I will do my utmost to ensure that
 - ✓ My child adheres to the school's Acceptable Usage Policy (Click Internet Safety School from the school website)
 - ✓ All G-Suite applications, such as Google Classroom, Google Docs, Google Slides, Google Forms, Google Meet (Live Video linked to Google Classroom) using the school G-Suite address '@moyderwellmercy.ie' are to be used for school-related educational purposes only.
 - ✓ My child is in a communal/living area with an adult present nearby.
 - ✓ My child will treat the live lesson like a school classroom and be fully dressed and ready to engage.
 - ✓ My child does not eat during a live online class.
 - ✓ My child / I will NOT record or copy any lessons through video, photograph or any other means.
 - ✓ My child / I will NOT let anyone else listen in to any part of the school material (via phone or any other technical device or in person) without prior agreement from the teacher.

Reviewed on 28/09/21