

Internet Acceptable Use Policy

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Aims of the policy:

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. This policy should be read in conjunction with the following school policies:

- Code of Behaviour
- Anti-Bullying
- Data Protection

General Approach

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 Ballinabranna National School.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Ballinabranna 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.

Ballinabranna National 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 Ballinabranna National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

School's Strategy:

Ballinabranna 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 curriculum.
- Internet safety advice and support opportunities are provided to pupils in Ballinabranna National School through our ICT programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Ballinabranna National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- In school internet sessions will always be supervised by a teacher
- 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 students' internet usage
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis

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

- Board of Management, teaching staff, and pupils.

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place, Eddie O' Connor should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by AP2 Post Holders with responsibility for Digital Technologies

Content Filtering

Ballinabranna National 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 obscene, illegal, hateful or otherwise objectionable 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 classroom teacher or other staff member.

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 and career development 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.

- Use of file sharing and torrent sites is allowed with staff permission.
- 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 not allowed at Ballinabranna National School.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

- 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, 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.

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 Ballinabranna National School :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Ballinabranna National School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Ballinabranna National School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed 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 Ballinabranna National School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Ballinabranna 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 Ballinabranna National School into disrepute.

Staff and pupils must not represent their personal views as those of being Ballinabranna National School on any social medium.

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 smart phones, tablets, gaming devices, and digital music players in Ballinabranna National School:

- Pupils are not allowed to bring personal internet-enabled devices or smart phones into Ballinabranna National School with the exception of Board of Management approved devices for the monitoring and communication of health conditions e.g. diabetes.

Images & Video

Teachers and pupils should ensure 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 Ballinabranna National School pupils must not take, use, share, publish or distribute images of others without their permission.

Pupils, parents or outside agencies e.g. local newspapers or private photography companies taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or other school publications.

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.

In the case of illegality, the school reserves the right to report any and all cases to the relevant 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 and 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.

Measures are taken by Ballinabranna National School 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.

School Websites

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.

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.

The publication of student work will be coordinated by a teacher.

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

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

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

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:

Data Protection Act 2018

GDPR 2018

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

Support Structures:

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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.

Participation:

In order for a pupil to have any Internet Access (including but not limited to, computer room access and I pad access) written permission must be granted by the parent or guardian. If a parent or guardian does not consent, the pupil will not participate in any activities whereby they are accessing the internet directly.

Implementation, Ratification and Review

Implementation

This policy supersedes any previous policies and will be implemented from -----

Ratification and Communication

This policy was ratified by the Board of Management on _____

Review Timetable:

This policy will be reviewed within one year in light of new emerging guidelines

Responsibility for Review

The Digital Technologies postholder and school principal will be responsible for reviewing the policy.

Adoption of the Policy

This policy was formally adopted and ratified by the Board of Management of Ballinabranna NS on _____.

Permission Form

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: _____

Parent/Guardian : _____

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.

Signature: _____ Date: _____

Address: _____

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

School Name: Name of Student: _____

Class/Year: _____

Student: _____

Section added to school's AUP in light of school closure

14. Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Meet, Seesaw, and other platforms approved by the principal, to assist with distance teaching and learning.

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.

Staff members will adhere to school guidelines on the use of platforms for live engagement.

Online Platforms

If teachers or SNAs are using online platforms, parents' / guardians' email addresses will be used for children to access lessons or meetings.

Parents/ guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms.

Parents/guardians must agree to monitor their child's participation in any such lessons and to be in the room.

We do not permit any one-to-one meetings for child protection purposes.

Children will be expected to follow the school Code of Behaviour and AUP for online activities.

Video

Ballinabranna NS does not engage in live stream-online video platform use for teaching purposes. E.g. Zoom/Google Meet or Webex classes.

Organisational meeting such as Staff and Board of Management Meeting may be held using these platforms.

E-mail

Staff follow our AUP/protocol for e-mail communication with students. They only use secure work e-mail accounts and not their personal accounts for work related e-mails containing

the personal data of students.

Teachers/SNAs ensure that they are sending e-mails to the correct recipient(s), particularly where the e-mails involve large amounts of personal data, to avoid data breaches.

They avoid using personal/confidential data in subject lines and ensure they are sending e-mails to the correct recipient(s), including using the “blind copy” bcc function when e-mailing multiple people so as not to share other peoples’ e-mail addresses.

Text messaging/WhatsApp

Teacher and staff members do not use their personal phone numbers when contacting parents or guardians. If necessary, staff members place their personal number to the private setting before making a call to parents or guardians.

Staff members do not text/engage in texting with primary school students. Any contact is via the child’s parent(s)/guardian(s).

WhatsApp is not used by staff members for contacting parents/guardians or children.