



## MONEYSTOWN NS

### ACCEPTABLE USE OF INTERNET POLICY

#### Aims

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the school will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This version of the AUP was reviewed and updated in 2022.

#### Moneystown National School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General

- Children will only have access to the internet under direct teacher supervision.
- Students and teachers will be provided with training in the area of Internet safety. Parents can access advice on safe internet usage by visiting [www.webwise.ie/](http://www.webwise.ie/).
- Internet Safety tips will also be included within the School Newsletter.
- Web wise lessons will be taught from 1<sup>st</sup> to 6<sup>th</sup> class, this will be outlined within the individual teachers planning.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal, memory sticks, CD-ROMs, or other digital storage media in school is not permitted.
- The school respects the privacy of all members of the school community and as a consequence of this we do not allow the use of personal devices on the school grounds or for any school activity. Personal devices are devices that have the capacity to record audio, visually and connect to the internet.
- The school asks that parents do not post photos of school events on any form of social media. Parents will be reminded of this at school events during the year.

## **Web browsing and Downloading**

- Students will use the Internet for educational purposes only.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students will use the school's internet connection only for educational and career development activities.
- Students 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.
- Students will never disclose or publicise personal information.
- Students 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.
- Students will be made aware that the legal age for social media is 13.
- Students are not permitted to access social media in any form.

## **Email**

- Students will use approved class email accounts & Office 365 accounts under supervision by or permission from a teacher. These email accounts will be used within the Office 365 network and are for school purposes only.
- Students will not be permitted to use these accounts for personal correspondences.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students 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.
- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Students will not reveal their own or other people's personal details, such as addresses, email 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.

## **Social Media**

- The following statements apply to the use of messaging, blogging and video streaming services in Moneystown NS.
- Staff and students 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 Moneystown NS community.
- Staff and students must not discuss personal information about pupils, staff and other members of the Moneystown NS community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Moneystown NS into disrepute.
- Staff and students must not represent their personal views of Moneystown NS on any social medium.

## **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Appropriate usernames/nicknames will be used from September 2015 to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

## **Laptops/ipads**

- Students are permitted to access their own accounts on the surface only.
- Students are not permitted to access social media through their devices.
- Children from 3<sup>rd</sup> to 6<sup>th</sup> class must complete the Acceptable Use of Device form (see Appendix 1) and review the rules and guidelines annually with their class teacher.
- Teachers must record any incidents regarding the use of the devices on Aladdin

## **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 Moneystown NS staff, parents & students must not take, use, share, publish or distribute images of others without their permission.
- The sharing of photos on personal social media accounts is not allowed under any circumstances.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Students must not share or alter 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.

## **School Website & Blog**

- Students 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, blog and/or mobile app.
- The website and blog will be regularly checked to ensure that there is no content that compromises the safety 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.
- Students' work will appear in an educational context on blog pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages. The school will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.

- Students will continue to own the copyright on any work published.
- Students will be encouraged to comment on blog posts in a respectful manner. Any posts or comments will be subject to approval by staff as blog administrator.

### **Legislation:**

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](#)

### **Sanctions**

Misuse of the Internet, email, school website or blogs will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Ratification and Implementation**

This policy was discussed and ratified by the Board of Management on Oct 10<sup>th</sup> 2022 and will be communicated to the school community with immediate effect.

## **Review**

The policy will be reviewed on an annual basis.

**Signed** \_\_\_\_\_

**Chairperson, Board of Management**

**John Byrne**

**Signed** \_\_\_\_\_

**Principal & Secretary to the Board of Management**

**Anne – Marie Morris**

**Date** \_\_\_\_\_

## Appendix 1



# MONEYSTOWN NATIONAL SCHOOL

## ACCEPTABLE USE OF DEVICES

1. Pupils must ensure their workspace is clear of food & drink and that their hands are clean and dry before working on the device.
2. Pupils will handle the devices carefully and respectfully by
  - Carrying the device at all times with two hands, holding the base and not the cover.
  - Remaining seated while working on the device and are not walking around with the device once switched on.
  - Tapping gently on the screen.
  - Taking care to attach and detach the keyboard cover.
3. Pupils are only permitted to access their own profiles and must not tamper with or delete the profiles of other users of the device (All profiles are password protected.)
4. Only log-ins and passwords assigned to the pupil by the school may be used. Pupils are not permitted to access social networking apps or personal email accounts in school.
5. Senior pupils may access their Office 365 accounts as directed by the class teacher.
6. Pupils will use the equipment as a learning device using only the apps, programmes or websites that the teacher has instructed them to use. Pupils must not play unapproved games during class time.
7. Teachers must give permission to pupils prior to recording audio or taking photographs or videos. No external USB devices are permitted.
8. Pupils are **not permitted** to alter the settings of the device including their own profile.
9. Pupils must report immediately to the teacher if anything happens to the program/website they are working with or should the device have been damaged in any way.
10. Pupils are asked to sign out of their account and power the device off before returning it to the charging trolley.
11. The devices are the property of the school and will be inspected routinely by the class teacher.

✂ ----- Please sign below and return to the class teacher -----  
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I agree to follow the school's Acceptable Use Policy on the use of the Internet, to use the tablets in a responsible way and to obey all the rules explained to me by my class teacher & other school staff.

Pupils Name: \_\_\_\_\_

Class: \_\_\_\_\_

Pupil's Signature: \_\_\_\_\_

Date: \_\_\_\_\_