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Gurraneasig N.S.
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Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

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.

Gurraneasig 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 Gurraneasig 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.

Gurraneasig 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.
- Filtering/Monitoring
- Outside Speakers

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all teaching staff.

Content Filtering

Gurraneasig National School has recently joined the Schools Broadband Programme, overseen by the Department of Education.

We have upgraded our internal school network to include two separate secure school networks, one designated for staff usage and one for pupil usage.

The school has adapted the level 3 content filtering systems for our student network;

- **Level 3:** This level is currently used by a majority of schools. It allows access to millions of websites including games but blocks 'YouTube', and 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 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 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 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.

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 only allowed at Gurraneasig National School with expressed permission from members of the teaching staff.

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.

Social Media

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

- Use of instant messaging services and apps including Snapchat etc. is not allowed in Gurraneasig National School.
- Use of blogs is allowed in Gurraneasig National School with expressed permission from teaching staff.

- Use of video streaming sites such as Vimeo etc. is allowed with expressed 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 Gurraneasig National School community

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

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 tablets, gaming devices, and digital music players in Gurraneasig National School :

Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

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

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.

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.

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.

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.

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 cyberbullying 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.

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

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

Distance Learning

As pupils may be engaging in more online activity and new services, they need to ensure that their online behaviour is concurrent with our schools Code of Behaviour and Anti-bullying Policy.

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families via Aladdin, through school email address or through an established app (eg. Seesaw).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, please see the document on zoom etiquette.

9. Gurraneasig NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
11. Staff members will report any concerns regarding online behaviour or interactions to school management.

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 (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988



The Student Council's Guide
(Reviewed by Student Council April 2024)
How to be Safe Online

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will not bring devices or external storage devices into school without permission.
- I will not use email at school for personal reasons.
- The messages I send will be polite and sensible.
- When online, I will not give my home address or phone number or arrange to meet anyone.
- I will not use the chat function on any app/game/website.
- If I see anything I am unhappy with or if I receive anything I do not like, I will tell a teacher immediately.
- I know that the school will check my device or search history.
- I will not change the settings on school devices when using them.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Ratified by Board of Management:

Signed Mary O'Driscoll.
Chairperson, Board of Management

24.04.24
Date

Proposed by Ursula McCloskey
Seconded by Anne Madden

Permission Form (to accompany Acceptable Use Policy)

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

Name of Student: _____

Class: _____

Student:

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: _____

Parent/Guardian:

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: _____

