

Lucan

COMMUNITY NATIONAL SCHOOL
SCOIL NÁISIÚNTA POBAIL



Balgaddy, Lucan, Co. Dublin
Baile Gadaí, Leamhcán, Co. BÁC

Acceptable Usage Policy

February 2020

Internet Acceptable Use Policy

General Approach

This document outlines the school's policy on permitted usage of the internet.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

The policy applies to all internet users of CNS schools and all methods of internet access, including desktop computers, laptop computers, mobile telephones, tablets/iPads, personal digital assistants (PDA's) and other devices capable of accessing the internet

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.

This policy and its implementation will be reviewed annually by relevant stakeholders.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, 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.

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

The implementation of this Internet Acceptable Use policy will be monitored by the STEM team, the Deputy Principal (Paul O'Callaghan) and the Principal (Claire Downes).

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General Information:

- Internet sessions should always be supervised by a teacher.
- Filtering software (filter level 6) 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.
- Students and teachers will be provided with training in the area of internet safety (see support structures)
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will observe good 'netiquette' (i.e., etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.

Web Browsing and Downloading

Teachers will select websites which will support pupils' learning.

- 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 or school environment to their teacher.
- Pupils will use the school's internet connection only for educational purposes.
- 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 is only allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

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Email and Messaging

- The use of personal email accounts is allowed at certain times at Lucan Community 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.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

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Social Media/Apps

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

- Use of instant messaging services and apps including Snapchat, WhatsApp, TikTok, G Chat etc. is not allowed in Lucan Community National School.
- Social media websites are not permitted on the student's personal iPads.
- Students should not download apps onto their iPads that are not for educational purposes. Apps that are not for educational purposes may be removed from the device by a member of staff.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Lucan Community National School with expressed permission from teaching staff.
- Use of video streaming sites such as YouTube and 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 Lucan Community National School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Lucan Community 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 Lucan Community National School into disrepute.
- Staff and pupils must not represent your personal views as those of bring Lucan Community National School on any social medium.

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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 tablets/iPads in Lucan Community National School:

- Mobile Device Management (MDM) is an important element in ensuring the safe and effective transition of technology into the classroom and is in place in Lucan CNS. MDM allows Lucan CNS to monitor, control and manage the content on our students' devices from a centralised portal which is run by Wriggle (The School's MDM Company).
- Pupils are allowed to bring personal internet-enabled devices into Lucan Community National School, these devices should be purchased through Wriggle.
- Pupils are only allowed to use personal internet-enabled devices (generally, iPads) during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.
- Students must not use personal mobile phone devices at any time during the school day, this includes school tours.
- Mobile phones should be switched off for the duration of the school day and only switched on when the student is off the school grounds.

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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 Lucan Community 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 allowed once care is taken that no harm is done to staff or pupils of Lucan Community National School.

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 guardians will be obtained before photographs of pupils are published on the school website. This document must be signed when the pupil commences school in Lucan CNS.

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 or at night.

Measures are taken by Lucan Community 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 cyberbullying is an integral part of the anti-bullying policy of our school.

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School Website and Social Media Account

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website/Twitter account.

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.

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

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

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

Sanctions

Violations of this policy in Lucan CNS may have disciplinary repercussions which are in keeping with the school's Code of Conduct, including:

- Suspension of internet privileges
- Removal of the child's iPad for a period of time
- Notification to parents
- Suspension from school and/or school-related activities
- Expulsion

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
<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993 <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>
- The Data Protection Act 1988
<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- Support Structures:

Teachers will give instruction on appropriate use of the internet and how to use it safely in line with the AUP. The following is a selection of useful websites for Teachers and Parents/Guardians:

- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/>
- Think Before You Click www.thinkb4uclick.ie
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

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The following guides/manuals are available in school:

- Webwise Primary Teachers Handbook (National Centre for Technology in Education)
- Webwise AUP Guidelines (National Centre for Technology in Education)
- Think before You Click 'Empowering Students to be Effective, Autonomous and Safe
- ICT Framework Guidelines (National Council for Curriculum and Assessment).

This Acceptable Usage Policy was reviewed and ratified by the Board of Management on 10th February, 2020.

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Permission Form

I agree to follow the Lucan CNS'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 Name/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 Office.

Name of Student: _____

Date of Birth: _____