

Internet Acceptable Use Policy of St. Nicholas' N.S.

The aim of this Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions- as outlined in the AUP will be imposed.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 this policy will be reviewed regularly. 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 revised in 2024 by the staff and approved by the Board of Management.

School Strategy

The school will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline - See Code of Behaviour Policy
- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- The use of personal external and or portable memory devices in school requires a teacher's permission.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that are not approved by the school.

* While the school Internet is provided by the NCTE and has a good filter system, the staff and students should be mindful of the above points.

Education

- Students and teachers will be provided with training in the area of Internet safety and as a school we will participate in activities for Safer Internet Day.
- Students will be educated on the benefits and risks associated with using the internet.
- The children at St. Nicholas' N.S. will be made aware of the importance of keeping their personal information private.
- The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.
- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- 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.

Email

- Students will not have access to email facilities at school. Any emails to other children/schools/parents will be sent through the school email address office@sannioclas.ie
- This will be relevant to staff only.

Internet Chat (Very restricted use only)

- Discussion forums, approved by the teacher, will only be used for educational purposes, and will be supervised.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet and this is forbidden. This will only be done under teacher supervision.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should be polite, use correct language and not harass others or provoke fights online.
- Students should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Students should use trusted sources when conducting research via the Internet.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended.

School Website

Our school website is sannioclas.ie

- Students will be given the opportunity to publish projects, artwork, class news or school work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual students will be published on the school website unless parental consent is given.
- Personal student information including surnames, home address and contact details will not be used on school web pages.

Mobile Phones

Children are not allowed to use mobile phones in the school. If a child is required to bring a mobile phone to school to make contact with their parents after school, the mobile phone should be left with their class teacher immediately in the morning and remain there for the duration of the school day. The school will not accept responsibility for mobile phones not handed into the class teacher.

Personal Devices

Pupils are not permitted to use their own technology in school. This includes, and is not limited to, leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, as it is in direct breach of the school's acceptable use policy. Personal digital devices e.g. smart watches, fitness trackers are also not permitted. Pupils are provided with school devices such as laptops and iPads to use for educational purposes. Children are not allowed bring personal devices on school tours or to other out of school events.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils 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 (Amendment) Act 2004
- 1993 Interception Act
- Video Recordings Act 1989

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. On an annual basis, the school will run a programme on acceptable internet usage for pupils. This will cover several topics including cyber-bullying and internet safety. The following guides/manuals are available in school and/or online:

- Be Wise on the Net ...Information and Advice for Schools NCTE Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)
- HTML Heroes Webwise
- My Selfie and the Wider World Webwise

Sanctions

Misuse of the Internet may 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.

Communication, Monitoring and Review

This policy will be available to staff and the school community in the school office. It will be subjected to regular review.

Signed: _____
(Principal)

Date: _____

Signed: _____
(Chairperson of the Board of Management)

Date: _____

St. Nicholas' N.S. Internet Access Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in St. Nicholas' N.S.:

Name of Student(s):

Class:

Parent/Guardian

As the parent or legal guardian of the above student(s), I have read the Acceptable Use Policy and grant permission for my son(s) or daughter(s) or the child/children 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.

I accept the above paragraph ☐

I do not accept the above paragraph ☐ (Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's/children's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph ☐

I do not accept the above paragraph ☐ (Please tick as appropriate)

Name: _____ (Printed)

Signature: _____ Date: _____