



St Laurence's National School Internet Acceptable Use Policy

May 2020

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This policy applies to staff, students, parents/guardians and volunteers of St Laurence's National School who access the school internet. The school reserves the right to amend this policy from time to time entirely at its discretion. This policy should be read carefully to ensure that the content is accepted and understood. This policy should be read in conjunction with our Child Safeguarding Statement, Code of Behaviour, Anti-Bullying Policy, Data Protection Policy and SPHE Policy.

This policy applies to all of the school's "Devices", which means all computers, tablets, laptops, smart phones and other IT resources that connect to the school's network.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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.
- Respect copyright and acknowledge creators when using online content and resources.

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.

Strategies Promoting Safer Use of the Internet:

St. Laurence's 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.
- Staff will be provided with continuing professional development opportunities in the area of internet safety.
- St. Laurence's National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Parents are provided with internet safety updates as available.
- Virus protection software is used on school Devices and updated regularly



Should serious online safety incidents take place, the Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by staff members.

Content Filtering:

St. Laurences 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.
- In the event of accidentally accessing any of the above sites, the pupil will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to a 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 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.
- Students will not examine, change or use another person's files, username or passwords.
- 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.

Distance Learning:

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Class Dojo, SeeSaw, St Laurence's NS YouTube channel, Book Creator or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- 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.
- Parents/guardians will be provided with the text code and will be expected to monitor their child's use of Seesaw, Class DoJo and other approved Online Platforms.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Email and Messaging:

Members of the school community should be aware that:-

- use of email accounts must have the prior approval of St Laurence's National School.
- approved class email accounts are only used under supervision by/or permission from a teacher and/or parent.
- email communications are monitored.
- any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person will not be sent.
- receipt of any communication that is uncomfortable, offensive, discriminatory, threatening or bullying in nature must not be responded to. It should be reported immediately to an appropriate staff member.
- avoid opening emails that appear suspicious.

Social Media:

The following statements apply to the use of messaging, blogging and video streaming services in St. Laurence's National School:

- Use of blogs such as Word Press, Tumblr etc. and school website are allowed in St. Laurence's National School.
- Use of platforms such as Class DoJo and Seesaw are allowed in St Laurence's National School and may act as a home-school link.
- Use of Zoom as an intra-school administrative/communication tool is allowed in St Laurence's National School.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from relevant staff/parents.
- 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, and other members of the St. Laurence's National School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Laurence's 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 St. Laurence's National School into disrepute.

Personal Devices:

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Laurence's National School:



- Pupils are only allowed to bring personal internet-enabled devices into St. Laurence's National School with the express permission of 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 St. Laurence's 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 are only allowed with the express permission of staff.

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

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.

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 prohibited behaviour and may incur 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.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour. Any such behaviour will be dealt with 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 Website and School Blog:

- 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 and blog will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.



- The school website and the school blog 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.
- St. Laurence's 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 or school blog with parental permission.
- Personal student information including home address and contact details will not be published on St. Laurence's National School website or blog.
- St. Laurence's National School will not publish the full name of pupils in video or photograph captions published online.

Review:

This policy was last amended in May 2020. It will be reviewed periodically.

Ratification and Communication:

This plan was ratified by the Board of Management at its meeting on 13th May 2020. It will be put on the school server and the school website. There will also be a hard copy available from reception.

Signature: _____ Date: _____
Chairperson



St Laurence's National School AUP Permission Form

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 and The Data Protection Act 1988

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's/Guardian's signature: _____

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 and blog, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website and/or blog.

I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website and blog.

Signature: _____

Date: _____

Address:

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

Pupil's Name: _____

Pupil's Class: _____