



Acceptable Internet Use Policy

Introduction

Is gaelscoil ilchreidmheach í Gaelscoil Riada a aithníonn na héagsúlachtaí agus difríochtaí atá idir páistí agus an gá atá ann le tuiscint agus meas ar na héagsúlachtaí seo a chothú.

Gaelscoil Riada is a co-educational, all-Irish, multidenominational primary school. The AUP policy was revised to provide for the continuation of learning during the COVID 19 closure.

Relationship to School Ethos:

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources, and the school's Microsoft Teams digital learning platform in a safe and effective manner. This policy is in keeping with the school ethos through the provision of a safe, secure, and caring school environment and the furthering of positive home-school links.

Acceptable Internet Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions– as outlined in the AUP – will be imposed.

Home-school Platform- Internet use must be always monitored by a parent/guardian.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The principal, members of the Board of Management and Staff reviewed this policy in October 2021. The policy was updated to incorporate the digital teaching and learning platform Microsoft Teams. This platform was used by the school to ensure the continuation of teaching and learning owing to COVID-19 school closure and

may be used by teachers/classes to continue their digital teaching & learning and to provide an important link between home and school.

School's Strategy

The school employs several strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

General:

- ✓ Internet sessions will always be supervised by a teacher.
- ✓ Online home-based learning will always be supervised by a parent/guardian.
- ✓ Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material. Parents are recommended to do same at home.
- ✓ Further support for parents is available on filtering is available at the following link <https://www.webwise.ie/parents/a-guide-to-internet-filtering-for-parents-3/>
- ✓ The school will regularly monitor pupils' Internet usage on the school premises.
- ✓ Students and teachers will be provided with training in Internet safety using the web wise resource. Further information available at www.webwise.ie.
- ✓ Uploading and downloading of non-approved software **will not be permitted**. This also applies to the Microsoft Teams platform.
- ✓ Virus protection software will be used and updated on a regular basis.
- ✓ The use of personal USB keys, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- ✓ Students will always treat others with respect and will not undertake any actions that may bring the school into disrepute. This applies to the online learning platform.

World Wide Web

- ✓ Students will not intentionally visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- ✓ Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- ✓ Students will use the Internet for educational purposes only.
- ✓ Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- ✓ Students will never disclose or publicise personal information.
- ✓ Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable user policy.

- ✓ 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 use approved class email accounts under supervision by or permission from a teacher. All students and teachers are using a school-based email account.
- ✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- ✓ Students will not reveal their own or other people's personal details, such as 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.
- ✓ Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat and Chat function in Teams.

- ✓ Students are not permitted to use internet chat rooms. The use of the chat function outside of the online class is strictly prohibited.

School Website

- ✓ Pupils will be given the opportunity to publish projects, artwork, or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- ✓ The publication of student work will be co-ordinated by a teacher.
- ✓ Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- ✓ The school will endeavour 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 parental permission. Any photos taken are to be sent to the school email runai@gaelscoilriada.com.
- ✓ Video clips must be password protected.
- ✓ Personal pupil information including home address and contact details will be omitted from school web pages.
- ✓ The school website 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 pupils' names in image file names or ALT tags if published on the web.
- ✓ Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Legislation

Teachers, students, and parents should familiarise themselves with the following legislation relating to use of the Internet

General Data Protection Legislation 2018

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

Child Protection Procedures for schools 2017 circular 0081/2017.

Antibullying Policy Procedures in relation to cyberbullying. (2013)

Education

The school will undertake an education programme to educate children on the safe, responsible use of the Internet. It is important that children become internet wise.

Resources that **may** be used to implement this programme include:

- ✓ NCTE Internet safety awareness video
- ✓ Use of the 'Kids' section on the www.webwise.ie website
- ✓ SAFT Internet Safety Awareness Education Programme
- ✓ The Barnardos Internet Legends online safety programme sponsored by Google Ireland.
- ✓ An Internet Safety talk for senior classes will take place in the school each year.

Sanctions

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.

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

Name of Child: _____ Class: _____

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.

Child's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above Child, 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 my child accesses 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 schoolwork may be chosen for inclusion on the website. I also accept that group photographs, videos, and audio that include my son/daughter or the child in my care may be published subject to the school rules and photographs will not clearly identify individuals and that full names will not be used. I understand and accept the terms of the Acceptable use Policy relating to publishing children's work, photographs, video and audio on the school website.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Gaelscoil Riada

Address: _____

Telephone _____