Internet Safety: Acceptable Usage Policy for Scoil Carmel JNS, Firhouse

School Name: Scoil Carmel
Address: Firhouse, Dublin 24

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 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.

This version of the AUP was created on 28th January 2021 by Carol Fitzmaurice, Annemarie Gallagher, Eimear Griffin, Orla Ryan, Sheela Tynan and Irene Quinn.

Scoil Carmel's Strategy

Scoil Carmel employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General Use Of IT Equipment

- Students may have access to tablets, interactive whiteboards and laptops
- Students will primarily use these devices to engage with educational apps pre downloaded by the teacher for use in the classroom
- Students may be given access to the internet in limited circumstances, for example to conduct research for a project
- Students will only access website address pre-approved by teachers such as Scoilnet
- This access will take place during class time only and will be supervised by a member of staff at all times
- Each device will have enhanced protection enabled in the settings
- These safety features will be configured and updated on a regular basis in order to minimise the risk of exposure to inappropriate material

● The school will regularly monitor students' Internet usage

Digital Literacy and Internet Safety

● Students and teachers will be provided with training in the area of Digital Literacy and Internet safety
● Students will be educated in the area of Internet safety as part of the SPHE curriculum
● This includes, but not limited to Stay Safe lessons, Zeeko workshops, and the use of the 'Kids' section on the www.webwise.ie website
● Safer Internet Day is acknowledged every February and throughout the school year
● Uploading and downloading of non-approved software will not be permitted
● Devices will be inspected on a regular basis to ensure Virus protection software is up to date
● The use USB's or other digital storage media in school requires a teacher's permission
● Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

Internet

● Scoil Carmel uses the National Schools Broadband Service which is an integrated set of services to schools which includes broadband connectivity and hosted services including content filtering, and security services including anti-virus control and a centralised firewall
● Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
● Students will be expected to 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 by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use 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
- If students need to create and access a personal email account for educational purposes it will under supervision by or permission from a teacher
- 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
- At present, the only app that students have access to a chat facility is ClassDojo
- Students can use this platform to communicate with their friends in class and as such, must treat the chat facility in a respectful way
- Only kind and respectful comments will be permitted
- Any misuse of the app will result in access to it being revoked
- At present pupils are not permitted to access any other chat rooms, discussion forums, messaging or other electronic communication
- If in the future, pupils are required to gain access to a pre-approved chat room, discussion forum, messaging or other electronic communication, it will only be for educational purposes and will always be supervised by a staff member
- In this instance, usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat will be forbidden

School Website
- Students will have the opportunity to have their projects, artwork or school work published on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- The publication of student work will be coordinated by a teacher and appear in an educational context on the website
- 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 the parental permission
- Video clips may be password protected
- Personal student information including home address and contact details will be omitted from school web pages
- The school website will not publish the first name and last name together of individuals in a photograph, unless parental permission is given to do so
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

Personal Devices
- The school will provide sufficient resources for students to engage with digital learning and to access the Internet for educational purposes
- Therefore students are not permitted to bring personal devices to school such as smartphones, tablets or iPads

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

Support Structures
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet

Roles and Responsibilities

- It is the overall responsibility of the entire school staff to ensure that these guidelines are implemented within the school environment
- Having read the Acceptance Usage Policy, parents are requested to give permission on behalf of their child to engage with digital devices and the Internet for educational purposes while in school through Aladdin
- The same standards regarding Internet use are expected when the pupils are accessing the internet at home for remote teaching and learning and should be implemented with the support of parents and guardians
- Please see the Remote Learning and Teaching policy on our school website

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