

Internet Safety: Acceptable Use Policy (AUP) - PUPILS

School Name: Pobalscoil Iosolde

Address: Palmerstown, Dublin 22.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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: [August 2020](#)

By: Pobalscoil Iosolde, BOM

School's Strategy:

The school employs a number of strategies in order 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.
- Filtering software and/or equivalent systems will be used in order 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.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, 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.

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 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:

- Students will use approved class email accounts 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.

Broadcasting/Blended Learning/Distance Learning/e-Learning

The development of additional teaching and learning supports via online platforms became a necessity during lock-down and has opened up potential for extending teaching and learning methodologies. As these systems become more and more established it is important that there are guidelines and adequate protection in place for all users – students and teachers. Therefore the same set of respect based standards that are expected for normal classroom interaction must also be the standards for teaching and learning engagement online. Consequently the same set of sanctions will apply for inappropriate behaviour in the online classroom as in the physical classroom.

Communications: The use of mobile phone/devices in school.

- Students may not use their mobile phones in class or between classes.
- Students may not take photos/record videos on mobile phones or other devices.
- Students may not use their personal email addresses in school, or on the school network.
- Students may not use school email address for personal emails.
- Students may not use chat rooms, social networking sites, blogs, or instant messages.
- **Students may use their phones at break time and at lunch time only.**
- **Students may not use their phones along with social media to bully another student or send inappropriate messages.**
- **Students are only to use online platforms to engage in school work.**

- **Students should not send messages after school hours to their teachers.**

Inappropriate Activities:

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals, or comments that contain or relate to:

- child sexual abuse.
- the promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse, and fraud legislation.
- racism/racist material.
- pornography.
- the promotion of discrimination of any kind.
- the promotion of racial or religious hatred.
- threatening behaviour – including the promotion of physical violence or mental harm.
- any other information which may be offensive to others within the school community or breaches the integrity of the ethos of the school or brings the school into disrepute.

Users shall not:

- use school systems to run a private business.
- use systems, applications, websites, or other mechanisms that bypass the filtering or other safeguards employed by the school.
- upload, download, or transmit commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.
- reveal or publicise confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords).
- create or propagate computer viruses or other harmful files.
- carry out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet.
- take part in online gaming, gambling, shopping/commerce.
- use social networking sites.

School Website:

- Students will be given the opportunity to publish projects, artwork or school work 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 website will be checked regularly to ensure that there is no content that compromises the safety of any member of the school community.
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.

- The school will endeavour to use digital photographs, audio or video clips 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 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 and 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:

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc) in school if they have permission.

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.

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.

When using the internet/any form of social media remember:

- **Use good judgment:**
 - We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on you, your family, and the school. Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- **Be respectful:**
 - Always treat others in a respectful, positive, and considerate manner.
- **Netiquette:**
 - Always use the internet, network resources and online sites in a courteous and respectful manner.
 - There is a great deal of valuable content online – however there is also much that is unverified, incorrect, or inappropriate. Always use trusted sources when conducting research online.
 - DO NOT plagiarise any content from the internet, online research should always be cited and referenced.
 - **DO NOT POST anything that you would not want your parents/teachers/future colleges/future employers to see.** Once something is online, it's out there – and can sometimes be shared in ways you never intended.
- **Personal Safety:**
 - If you see a message, a comment, an image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or other staff member if you are at school, parent/guardian if you are at home) immediately.
- **Privacy:**
 - DO NOT SHARE personal information; including phone number, address, PPS number, birthday, or financial information over the internet without adult permission. Communication over the internet brings anonymity and associated risks and you should carefully safeguard the personal information of yourself and others.
- **Cyber bullying:**
 - Cyber bullying will not be tolerated. Harassing, impersonating, excluding, and cyber stalking are all examples of cyber bullying. *Don't be mean.* Don't send emails, or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or

emotionally) another person, will result in severe disciplinary actions. In some cases cyber bullying can be a crime. Remember that your activities are monitored and retained by others.

Permission Form

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

School Name: Pobalscoil Iosolde

Name of Student: _____ Class/Year: _____

Student

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: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and Mobile Phone 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.

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

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

Parent/Guardian's Signature: _____ Date: _____

Address: _____

Telephone: _____

