

St. Mary’s PS Enfield

Internet Acceptable Use Policy

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12. **Introduction and General Approach**

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Mary's Primary School .It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Mary's Primary School.

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.

St. Mary's Primary School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Mary's Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions as outlined in the Code of Behaviour Policy.

St. Mary's Primary 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 and CSPE curriculum.
* Internet safety advice and support opportunities are provided to pupils in St. Mary's Primary School through our participation in Safer Internet Day each year & the yearly signing of Student IT Contract (attached)
* Teachers will be provided with continuing professional development opportunities in the area of internet safety through the highlighting of various courses via the school messaging service Aladdin & staffroom CPD board as they arise.
* St. Mary's Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet each year

This policy and its implementation will be reviewed annually by the following stakeholders:

Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using logs of reported incidents. Should serious online safety incidents take place, the Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the IT Co-ordinator & E-learning team.

**2. Content Filtering**

St. Mary's Primary School has chosen to implement **Level 4** on content filtering on the Schools Broadband Network.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 Face book 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.

**3. Web Browsing and Downloading**

* Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
* Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher and/or parents/guardians.
* 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 and career development 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
* Use of file sharing and torrent sites is not allowed.
* Downloading by pupils of materials or images not relevant to their studies is not allowed.

**4. Email and Messaging**

The use of personal email accounts is not allowed at St. Mary's Primary School.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Email / Google Drive (when activated)

* When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
* Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person in line with Our School Code of Behaviour.
* 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 (when activated)

Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised. Students will **never** arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

**5. Social Media**

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| **In general the Digital Age of consent in Ireland is 16**  **The digital age of consent for all online Social media including Facebook, Instagram, Twitter etc is 13**  **The age of consent for online messaging apps is 13 and older in some cases i.e. Whatsapp 16** |

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

* Use of instant messaging services and apps including Snap chat, Whets Apps, G Chat etc. is **not allowed** in St. Mary's Primary School.
* Use of blogs such as Word Press, Tumblr etc. is allowed in St. Mary's Primary School with express permission from teaching staff.
* 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, other members of the St. Mary's Primary School community
* Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Mary's Primary School community on social media.
* Staff and pupils must not engage in activities involving social media which might bring St. Mary's Primary School into disrepute.
* Staff and pupils must not represent your personal views as those of bring St. Mary's Primary School on any social medium.

**6. Personal Devices**

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

Pupils are **not** allowed to bring personal internet-enabled devices into St. Mary's Primary School unless it has been sanctioned following the guidelines of the school’s policy on assistive technology

**7. 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. Mary's Primary School staff, parents & 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 expressed permission from staff.
* Parents will be given opportunities at the start/end of school events to take photographs with permission from school staff
* Parents & 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.
* Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction (Serious Misbehaviour)

**8. Cyberbullying** (*Informed by the Anti-Bullying Procedures for Schools 2013*)

The education and prevention strategies that the school will implement must be documented in the anti-bullying policy and must explicitly deal with the issue of cyber-bullying (p. 6)

* 4.4.1 Cyber-bullying:

Access to technology means that cyber-bullying can happen around the clock and the pupil’s home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. ‘**While cyber bullying often takes place at home and at night, the impact can also be felt in school.’** (P15)

* 5.3 Commitment to key principles of best practice**-**

Implementation of education and prevention strategies (including awareness raising measures) that build empathy, respect and resilience in pupils; and explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;

* Prevention and awareness raising measures must also deal explicitly with cyber-bullying. The best way to address cyber-bullying is to prevent it happening in the first place. Prevention and any awareness raising measures should focus on educating pupils on appropriate online behaviour, how to stay safe while on-line and also on developing a culture of reporting any concerns about cyber-bullying. The school-wide approach and the role of parents as outlined in Section 6.3 are of importance in this regard. **The prevention and awareness raising measures should also take into account the scope for cyber-bullying to occur as a result of access to technology from within the school.**
* 6.5 Implementation of education and prevention strategies including awareness raising:

The prevention of bullying must be an integral part of the written anti-bullying policy of all primary and post-primary schools. ‘**Every school must document in its anti-bullying policy the specific education and prevention strategies that the school will implement. This must include documenting the measures being taken by the school to explicitly address the issues of cyber-bullying** **and identity-based bullying including in particular, homophobic and transphobic bullying.’ (**p.25)

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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by St. Mary's Primary School 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, at night or a once off incident on an open social media platform\*. (Serious Misbehaviour)

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging in a closed social media platform\*, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school’s code of behaviour. (Major Misbehaviour)

\**Open Social Media Platform- Any form of social media which can be viewed by the public, shared or available to view indefinitely on line*

*\*Closed Social Media Platform- Any form of social media which can be viewed by the sender and recipient alone*

**9. School Websites**

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

Web pages 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 and crossed check by partner teachers before publication.

St. Mary's Primary School will use only digital photographs, audio or video clips of 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 not be published on St. Mary's Primary School web pages. St. Mary's Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online

**10. Distance Learning**

In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin, Reading Eggs/Mathletics, Google Classroom, Google Meet, Zoom, Loom, Kahoot, SeeSaw 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.

In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@school name.ie

Parents/guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.

If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.

Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.

**Appendix 1: G Suite for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.   
Using their G Suite for Education accounts, students *may* access and use the following “Core Services” offered by Google (described at <https://gsuite.google.com/terms/user_features.html>):

* Gmail
* Google+
* Calendar
* Chrome Sync
* Classroom
* Cloud Search
* Contacts
* Docs, Sheets, Slides, Forms
* Drive
* Groups
* Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
* Jamboard
* Keep
* Sites
* Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child under supervision of a teacher may have access to the following “Additional Services”:

* Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at <https://gsuite.google.com/terms/education_privacy.html>. You should review this information in its entirety, but below are answers to some common questions:   
  
**What personal information does Google collect?**  
When creating a student account, St. Mary’s PS may provide Google with certain personal information about the student, including, for example, a name, email address, and password.   
When a student uses Google services, Google also collects information based on the use of those services. This includes:

* device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
* log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
* location information, as determined by various technologies including IP address, GPS, and other sensors;
* unique application numbers, such as application version number; and
* Cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

**How does Google use this information?**  
In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.  
In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.  
  
**Does Google use student personal information for users in primary and secondary schools (K-12) to target advertising?**  
No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.  
  
**Can my child share information with others using the G Suite for Education account?**  
We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be index able by search engines, including Google.  
  
**Will Google disclose my child’s personal information?**  
Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

* With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
* For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
* For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  + Meet any applicable law, regulation, legal process or enforceable governmental request.
  + Enforce applicable Terms of Service, including investigation of potential violations.
  + Detect, prevent, or otherwise address fraud, security or technical issues.
  + Protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.  
**What choices do I have as a parent or guardian?**  
First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice.   
If you consent to your child’s use of G Suite for Education, you can access or request deletion of your child’s G Suite for Education account by contacting the school.

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely.

You and your child can also visit [https://myaccount.google.com](https://myaccount.google.com/) while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.  
What if I have more questions or would like to read further?  
If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/).  
The Core G Suite for Education services are provided to us under [Google’s Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html).

Appendix 2: Permission and Consent

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| **G Suite for Education Consent Form**  **Please tick if you give your consent for the school to set up a G Suite account for your child**  **I do give consent**  **I do not give consent**  **Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Class Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**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 2003Child Trafficking and Pornography Act 1998 Interception Act 1993 Video Recordings Act 1989 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, 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.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your choice for the use of photographs on the school website if one is developed in the future and sign below.

The child should also sign to indicate that they will keep the school rules relating to the use of the Internet.

I **do** give permission for my child to be photographed and displayed on the school website (name or any other personal information will not be included for any reason).

Or

I **do not** give permission for my child to be photographed and displayed on the school website (name or any other personal information will not be included for any reason).

**Signature of child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of parent / guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 3: My ICT Contract**



I will always listen carefully to my teacher’s instructions when using IT or in the IT room.

I will not give out personal information (address, telephone number, photograph, etc) about myself or others online.

I will notify my parents/teachers immediately if I access information/messages that make me or others feel uncomfortable.

I will be a good online citizen and not do anything that hurts other people or is against the law.

I will discuss and continue to explore the above rules in relation to online usage in my own home accordingly.

Signed-

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_