

Castaheany Educate Together National School



# Internet Acceptable Use Policy

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## School Details

School Name:	Castaheany Educate Together National School
Roll Number:	20186F
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## Aims of the Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school community will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

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.
- Adhere to all regulations under the Copyright and Related Rights Act 2000
  - Copyrighted material should not be re-copied, republished, posted on a web page or multi-copied.
  - Recorded performances of copyrighted literary, dramatic or musical work should not be published or posted on a web page.

## Introduction

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Castaheany Educate Together National School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Castaheany Educate Together National 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.

Castaheany Educate Together National 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 Castaheany Educate Together National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Castaheany Educate Together 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.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Castaheany Educate Together National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, staff and relevant stakeholders.

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal Sheila Gaughan or alternatively the deputy principal Aoife Mahon should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Board of Management and all relevant stakeholders.

## Content Filtering

Castaheany Educate Together National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.
- Students

Level 3: This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

- Staff and Visitors

Level 5: This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs 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

School staff will ensure all content used in class is safe and age appropriate. Films and TV programmes shown will be G, U or PG rating only unless prior parental permission is received.

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 or another 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 and career development activities.

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.

## Email and Messaging

- The use of personal email accounts is only allowed at Castaheany Educate Together National School with expressed permission from members of the teaching staff.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications may be monitored.

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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

## Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Castaheany Educate Together National School:

- Use of instant messaging services and apps including Snapchat, What's App, G Chat etc. is allowed in Castaheany Educate Together National School with express permission from teaching staff.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Castaheany Educate Together National School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is 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, and other members of the Castaheany Educate Together National School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Castaheany Educate Together 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 Castaheany Educate Together National School into disrepute.

Staff and pupils must not represent your personal views as those of bring Castaheany Educate Together National School on any social medium.

CETNS staff should follow Teaching Council guidelines ‘Guidance for Registered Teachers about the use of Social Media and Electronic Communication (See Appendix 2)  
<https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-on-social-media-and-electronic-communications.pdf>

## 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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Castaheany Educate Together National School:

- Pupils are only allowed to bring personal internet-enabled devices into Castaheany Educate Together National School with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from 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 Castaheany Educate Together 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 is only allowed with expressed permission from staff.

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

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.

## 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 absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Castaheany Educate Together National 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 or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

## School Website and Blogs

Pupils will be given the opportunity to publish projects, artwork or schoolwork 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.

Webpages 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.

Castaheany Educate Together National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Personal student information including home address and contact details will not be published on Castaheany Educate Together National School web pages or blogs.

## Remote Learning

### **Google Classroom**

Google Classroom is used for remote teaching and/or homework during the school year.



Every pupil is issued with a login, a password and a class code to access their relevant class.

Passwords, logins and class codes must not be shared.

Content uploaded by teachers on Google Classroom must not be downloaded or shared **under any circumstance**. (See Data Protection Policy).

Comments posted by pupils, staff and parents in the 'Stream' and in 'Private Comments' must be respectful at all times.

### **Google Meet / Zoom**

Staff in the school may choose to use live video conferencing platforms such as Google Meet or Zoom for classroom communication whereby staff members can directly speak to the children live. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for live sessions.

- A contract must be accepted by parents and pupils (Appendix 1) and permission granted via Aladdin Connect. If all rules are not adhered to, CETNS staff can suspend pupils from participating in further meetings.
- All meetings will be password protected and passwords must not be shared.
- Meeting should not be recorded on either side. This includes video and/or images taken from another device during the session.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- A staff member has the right to remove any person who is being disruptive or disrespectful during a session.
- A parent or guardian must be present in the room and visible when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil. If it appears that there is no supervising adult with a pupil, this pupil must leave the session.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present.
- Chat facility must not be used unless explicit permission is given by the CETNS staff member facilitating the session.
- A staff member has the right to remove any participant from the meeting due to any inappropriate behaviour by the participant or by others in the background.

## Legislation

The school will provide information (upon request OR on the school website) 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

This policy was ratified by the Board of Management on the 8<sup>th</sup> of February 2021

Signed:

Ann Ryan  
(Chairperson)

## **Appendix 1.**

# **Google Meet / Zoom Live Sessions**

## **Pupil and Parent Contract**

### **Pupils:**

When I am invited to a Google Meet or Zoom session.....

- I will log on in a suitable place in my home (least likely place to be disturbed and not in my bed or in the bathroom!).
- I will do my best to be on time.
- I will stay in one place (I will not carry my device around).
- I will pay attention and I will not be eating, drinking, or doing any other activities during the session.
- I will only log on if a parent or guardian is present in the room. If my parent or guardian leaves the room, I will be removed from the session immediately.
- I will be appropriately dressed.
- I will keep passwords safe and not share them.
- I will keep my camera on and remain visible on screen. I will also keep my microphone muted until I am asked to 'unmute'.
- I will not take screenshots, photographs or videos of the screen during the session.
- I will not use the chat facility unless I am asked to do so by my teacher or SNA.
- I understand that my behaviors must be in line with the Golden Rules and the school's Code of Good Behaviour at all times when I am online with my class.
- I will be respectful at all times.

### **Parents:**

- I have read and discussed all the above points with my child/children.
- I have read and accepted the Google Meet / Zoom Rules in the Castaheany ETNS Acceptable Use Policy and I understand that participants will be removed from sessions immediately if all rules are not being adhered to.

\*By granting permission for your child/children to participate in live online sessions on Aladdin Connect, you are confirming that you understand and agree to all of the above.

## **Appendix 2.**

Guidance for Registered Teachers about the use of Social Media and Electronic Communication. Available at:

<https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-on-social-media-and-electronic-communications.pdf>