



# Acceptable Use Policy

## 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 If the school AUP is not adhered to, this privilege may be withdrawn, and appropriate sanctions outlined in this AUP will be imposed. For the purposes of this policy this protocol applies to any device that accesses the internet (laptops, tablets, mobile phones, personal devices etc.) and applies to users that have access to the internet in GETNS. Users include GETNS staff, pupils, volunteers and visitors, among others.

## School Expectations

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.

## School Strategy

The school will apply several strategies to maximise learning opportunities and reduce risks associated with the internet. These strategies include:

1. Internet sessions in school will always be supervised by a teacher.
2. Filtering software is implemented to reduce the risk of exposure to inappropriate material (see Appendix 1)
3. Pupils and teachers will be provided with internet safety education regularly (see Appendix 2).
4. Uploading and downloading of non-approved software is not permitted.
5. As much as possible to ensure data protection, material is downloaded to our cloud-based server and downloading to hard drives is discouraged (see Appendix 3).

## Use of the Internet

- Pupils will use the school's internet only for educational related activities.
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials. Nor shall they download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- In the event of accidentally accessing any of the above sites, a student will report the incident to their teacher or supervisor.
- 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.
- Students should not disclose or publicise personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students should not examine, change or use another person's files, username or passwords.
- Pupils are responsible for their own good behaviour on the internet. Failing to follow our AUP guidelines may result in disciplinary action conforming with our School Code of Behaviour along with withdrawal of access privileges.
- The school reserves the right to report any illegal activities to the appropriate authorities.

## Email and Messaging

- The use of personal email accounts is only allowed at Greystones Educate Together National School with expressed permission from members of the teaching staff.
- All staff and pupils are issued with their own greystoneset.ie domain email account.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- 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 will not use of school email accounts for personal emails.
- 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.
- 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.

### **Eportfolios (eg MS Onedrive, Seesaw, Class Dojo etc.)**

- For home learning opportunities teachers may assign work and communicate with their students and parents of their students through eportfolios and email.
- Students will use school approved accounts after permission is accorded with the students' parent(s)/guardian(s). The school will provide these accounts.
- Teachers will only approve relevant and appropriate posts on their class eportfolio.
- 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.
- The eportfolio privacy settings selected by the teacher may allow for class access to all student posts or only teacher access to all student posts.

### **Video Conferencing (e.g MS TEAMS, Zoom, etc...)**

- GETNS recognise the importance and value of video conferencing especially when convenient access to the school building is not safe or viable.

- Participants in GETNS video conferences are expected to behave in line with our school expectations (see above) and our School Code of Behaviour.
- Participants should be dressed appropriately and have an area and background which is appropriate and free from visual distractions.
- Video conferences organised by a staff member are done so at their discretion and invitation. A video conference invitation should come from the staff member directly.
- When logging in to a call, always ensure to log in with your first name. Participants will be placed in a virtual waiting room and will only gain admission on verification of their identity.
- Private messaging via a video conference is not permitted and will be disabled by the staff member hosting the meeting.
- Screen sharing will only be enabled at the discretion of the host.
- Participants should mute their microphone when not talking - only turn it on if you are asked to speak.
- The host of the call (usually the class teacher) will mute and unmute pupils accordingly.
- Parents will always be made aware of the time of a video conference call and are expected to supervise their child for the duration of the call.
- Participants should engage with the call as if within the school environment and behave appropriately as per our code of behaviour and teacher and school expectations. The host reserves the right to remove any participant(s) who are behaving in a way that is contrary to our school values.

## Images and 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 Greystones 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.
- 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 at least a suspension as a sanction.

## Internet Chat

- This is not permitted without specific teacher permission.

## School Website

- The school website will be updated by the school staff only.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will appear in an educational context on Web pages.
- 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.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' full names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## School Blogs



- School blog will be used to keep parents etc. informed of the day-to-day activities of the school. Please see Appendix 2 for the Blog Comments Policy.
- The publication of student work will be supervised by a teacher.

## Social Media

- The use of Social Media and/or instant messaging apps are only permitted within the school by students with permission from the principal.
- 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, other members of the Greystones Educate Together National School community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Greystones 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 Greystones Educate Together National School into disrepute.
- Staff and pupils must not represent their personal views as those of Greystones Educate Together National School on any social medium.

## Cyberbullying

- 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 Greystones Educate Together National School through our Anti-Bullying policy 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. Forwarding of such messages may be considered as cyberbullying and will fall under the remit of our Anti-bullying school policy (this is available on our website).

## 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 only allowed to bring personal internet-enabled devices into Greystones 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.

## Loaned Devices

- In circumstances where device access is essential to a student's learning and the student has no access to an appropriate device, the school may agree with families for the loaning of a school digital device for use in the student's home.
- All aspects of the Acceptable Use Policy apply, and the family must send written agreement via letter or email that it will be abided by.
- Any damage to the device whilst in a student loan will be covered by the responsible party where possible.

## Assistive Technology

- If a child has been approved for Assistive Technology and they take their device home and it gets damaged etc. it is the responsibility of the parents to get the device repaired/fixed at their own cost (see Policy re Home Use of School Owned Assistive Technology).
- They also understand that the device is the property of the school as per circular 0032/2020.

### **Interactive Whiteboards**

- The guidelines already outlined apply to the use of the Interactive Whiteboard. In addition, it should be noted that all sites accessed by pupils and/or staff should be for educational purposes only.
- If inappropriate material is displayed, either advertently or inadvertently it should be reported to the school principal regardless of the individual who caused the breach.

### **Sanctions**

- 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.
- Greystones Educate Together National School will deal with incidents that take place outside the school that may impact on the wellbeing of pupils or staff in our school, under this policy and associated codes of behaviour and anti-bullying policies.
- In such cases Greystones 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.

## Legislation

The following legislation relates to the use of the Internet. 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

## Parental Agreement

Upon entry to the school, parents will be asked to sign the admissions form in relation to be agreeing to abide by this Acceptable Use Policy.

This will be a once off agreement signature and by signing it parents agree to abide by this policy.

A digital signature or acknowledgment is acceptable when requested.

## **Appendix 1**

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

Level 4. 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 Facebook belonging to the Social Networking category.

## **Appendix 2**

Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum participation, Internet Safety Day and the Webwise programme.

Teachers will be provided with continuing professional development opportunities in the area of internet safety.

## **Appendix 3**

All teachers and pupils have a greystoneset.ie email account and access to online storage via OneDrive. All members of the community are expected to use these resources for school related issues.