Scoil Iósaf National School,
Castlemartyr, Co. Cork.

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Roll No: 13647B

"Let the rooms be
full of happiness"

Internet Acceptable Use Policy – AUP

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Updated	22/11/2022 by Barra Ó Tuama

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1. 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 AUP applies to pupils who have access to, and are users of, the internet in Scoil Iósaf.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Iósaf.

Misuse of the internet may result in disciplinary action, in accordance with the School Code of Behaviour and Anti Bullying Policy.

Scoil Iósaf will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and the Code of Behaviour and Anti-Bullying Policy. In such cases Scoil Iósaf will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school. Such situations and how Scoil Iósaf will handle them are clearly outlined in the Anti-Bullying Policy.

Scoil Iósaf 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 undertake continuing professional development opportunities in the area of internet safety and endeavour to keep abreast of the fast-changing cyber world.

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents.

Should serious online safety incidents take place, Anne Marie Barry Principal, and/or Barra Ó Tuama Deputy Principal should be informed. The implementation of this Internet AUP will be monitored by The Board of Management.

2. Content Filtering

Scoil Iósaf has chosen to implement Level 3, as per National Council for Technology in Education ("NCTE") filtering, on internet content. This level allows access to millions of websites including games and YouTube, and blocks access to websites belonging to the personal website's 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 will be subject to disciplinary action as outlined in the Code of Behaviour.

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 the teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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.

4. Email and Messaging

The use of personal email accounts is allowed at certain times at Scoil Iósaf.

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.

5. Social Media Use in School for pupils and staff

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Iósaf:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is allowed at certain times in Scoil Iósaf.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in Scoil Iósaf.
- Use of video streaming sites such as YouTube and Vimeo etc is allowed at certain times in Scoil Iósaf.

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 Scoil Iósaf community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Iósaf 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 Scoil Iósaf into disrepute.

Staff and pupils must not represent their personal views as being those of Scoil Iósaf on any social medium.

6. Personal Devices

Pupils using their own technology in school should follow the rules set out in this AUP 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 Scoil Iósaf:

- Pupils are only allowed to bring personal internet-enabled devices into Scoil Iósaf with expressed permission from staff.

7. Images & Video

At Scoil Iósaf pupils must not take, use, share, publish or distribute images of others without their permission.

Pupils or parents taking photos or videos by on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Photographs taken by teachers of students during activities is only allowed for students whose parents have given permission on the Aladdin permissions and/or the school consent form. Photographs should be taken on a dedicated classroom tablet only.

8. 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.

Measures are taken 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.
The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of Scoil Iósaf.

9. School Website and affiliated Social Media Account

(a) *Details and Responsibilities of the School*

The school's website address is www.castlemartyrns.com.

The school's instagram account handle is castlemartyrns

The school also uses the Aladdin Connect app to publish children's work and share news

Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website and the school instagram page as per the consent form. Teachers will coordinate the publication of this material.

Personal information relating to pupil including their name, home address and contact details will not be included on school social media or the school's website.

Digital photographs and audio or video clips of individual pupils will only be published on the school website and/or affiliated pages, with parental/guardian permission. Photographs and videos etc. will generally focus on group activities, where children will not be named, as highlighted to parents in the Social Media permissions section of Aladdin.

(b)*Responsibility of Parents/Guardians and followers of our social media account:*

Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.

Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.

Requests to follow the school instagram account will be approved when there is evidence that the requestee is over 13 and is connected to our school or a prospective connection to our school.

Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers for example, Twitter.

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Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Tik Toc, Viber, Whatsapp, Instagram etc.) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of the same.

Please do not request to "friend" a member of staff in the school on their personal social media accounts. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

Failure to keep the above rules will result in a permanent ban to our social media accounts.

If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency. This Policy should be read in conjunction with our Data Protection Policy.

10. Remote Teaching and Learning

This plan was initially formulated to outline how the school would support their students' learning online and maintain the link between school and home during whole or partial school closures as a result of Covid-19. It is a working document and remains in place in the event of future school closures.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Scoil Iósaf uses a variety of child friendly, online tools, which assist in providing effective teaching and learning, while also enabling greater communication between staff, families and students.

Scoil Iósaf will use two online platforms only for communicating and connecting with the main student body (and their families): Aladdin Connect and Seesaw.

1. **Aladdin Connect** may be used for general statements of information from the school/teacher to parents on occasion.
2. **Seesaw Class App** will facilitate regular communication between teacher and student/family. It is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It effectively enables teachers to set tasks or assignments, provide lessons and include instructions or templates for students to use at home. This app is used from Junior Infants – Sixth Class and requires a QR code which is provided by the class teacher. Parental consent is required prior to using this app. Each child will be assigned an individual access code.

The primary obligation of all schools is to the welfare of the learners in their school. This plan, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful, fair, and meets its statutory duties. Scoil Iósaf has established the following **guidelines** in this respect:

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families. Under no circumstances should pictures or recordings be taken of lessons or instructions.
- Students and staff will communicate using only platforms which have been approved by the school (Aladdin Connect & Seesaw) and of which parents have been notified.
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- Parental queries will be addressed during school hours only and should relate strictly to your child's teaching and learning. Parents can contact the teacher in relation to teaching and learning through Seesaw or via the school email.
- Scoil Iósaf cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Piloted use of Zoom in the SEN setting:

The Special Education Teachers and SNAs in Scoil Iósaf piloted the use of Zoom as a means to communicate with the children they identify as most in need of this form of communication.

The following guidelines for these Zoom calls were strictly adhered to:

- The link to a video Zoom meeting will be communicated via the parent/guardian's email address. Parental permission will be implied by this communication method. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- A parent/guardian must be present in the room and identify themselves to the teacher before any teaching communication can commence.
- Zoom meetings will be pre organised by the school/teacher with a given time and date. The length of duration of the meeting will also be provided beforehand.
- The Principal will be informed of all Zoom meetings due to take place.
- Photographs or recordings of meetings by pupils will not be permitted. The sharing of the content of school Zoom meetings on social media is not permitted.
- The Code of Behaviour applies to Zoom meetings.
- Meetings should be conducted in appropriate settings in individual houses. An appropriate background for the meeting should be chosen. All members of the meeting should be appropriately dressed for the call.

Requirements for children using online communication methods:

For submitting learning:
- Submit work that is appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.

Guidelines for parents and guardians:
- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils. Remote Teaching and Learning

Protocols for Students:
- Check assigned work daily.

- Communication may only take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning: Code of Behaviour and Anti-Bullying Policy
- Teaching and Learning best practice will continue to apply, with students expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation

<u>Remote Teaching and Learning Protocols for Parents</u>
- We ask parents/guardians to ensure protocols for students are adhered to
- Check-in on your child's school work on a daily basis and talk to your child about the work being assigned
- The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We provide work and guidance and ask parents and pupils to do their best and that is all.

<u>Remote Teaching and Protocols for Teachers/SNAs</u>
- Check uploaded work daily
- Communication takes place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning: Child Protection Policy, Data Protection Policy

11. Advice for Parents on Managing Online Safety in the Home

These uncertain times have led to an understandable disruption to family life, with parents and children spending more time than usual at home, and online. Digital devices are providing many benefits, whether it is to help children to continue their education through distance learning, using social media to connect with their friends and relatives, or using technology for entertainment, such as streaming content from Netflix or YouTube. While all families have their own unique circumstances, many parents have similar concerns when it comes to their child's use of technology. Here are a few simple steps to manage online safety in the home:

Have the Chat: One of the most effective ways to ensure that your child has a positive experience online is to have an open, and ongoing conversation with them. Talk to them about what they do online, and reassure them that if anything happens that they are uncomfortable with, they should not feel embarrassed or afraid to speak to you about it. If your child feels like they can talk to you about their online activities without judgement, or fear of the consequences, it will lead to more honesty, and they will be better equipped to deal with any negative experiences.

Set Up Parental Controls: Parental controls help to reduce the risk that your child will encounter inappropriate content online, and they can be set up on most internet enabled devices such as computers, smartphones, tablets and games consoles. They can also be set up through your internet service provider, and in online services such as YouTube. 9 Parental controls can be used in a number of ways, for example to only allow your child to access age-appropriate content, or to monitor and block their usage. We recommend

that parents use, and regularly review and update, parental controls across all devices in the home.

Note: For parents of young children, it's important that there is very close supervision of their online activity, and that they are only online when you are with them.

How to set up Parental Controls

OPTION 1: Parental Controls from your Internet Service Provider Setting Parental Controls through your internet service provider can be the easiest way to manage what your children can access across all your devices and computers in your home. This can be done easily and normally for free by most internet service providers. We recommend contacting your provider or checking their website for more information.

OPTION 2: Parental Controls on your Computer Operating System.
Most computer systems offer easy to follow steps on setting up parental controls which are free to use. Here are links to some of the main providers:

Windows Parental Controls allows users to set limits on the amount of time spent on computers, the games users play and the programs they can access. To set these up go to windows.microsoft.com/set-parental-control

Apple
Apple's Parental Controls filter can operate in 3 modes (unrestricted, automatic and whitelist). Ensure you choose the most appropriate filter for your child. For step by step info on how to set-up, see: https://support.apple.com/en-ie/guide/mac-help/mtusr004/mac

Chrome OS
For Chrome Book users, we recommend setting up Supervised Users. Supervised Users allows you to see what sites/pages the supervised user has viewed and also allows you to block sites you may not want Supervised Users to access. Find out how to set up Supervised Users here: google.ie/safety enter/families/
OPTION 3: Parental Controls on Smartphones and Tablets
Whether your child has access to an Android/Apple smartphone or tablet, parental controls are available across all of these devices. You can turn off functions like in-app purchasing, social networks, app store access, camera access, Bluetooth and more.

Apple
You can use Restrictions to block or limit specific apps and features on your iPhone, iPad, or iPod touch, including access to explicit content in the iTunes Store. For more information on setting up restrictions on Apple devices go to support.apple.com/

Android
This useful guide from PC Advisor gives step by step information on setting up parental controls on Android devices: pcadvisor.co.uk/how-to/

Google Play Store
For Android Phones, we also recommend putting in place controls on the Google Play store. You can turn on these controls to restrict the content someone can download or purchase from Google Play on your device. Find out how to set up controls on Google Play here: support.google.com/google play/ 10

OPTION 4: Parental Controls on your Internet Browser.

Most internet browsers offer free restrictions to help manage what sites your child can access when online. Find out how to activate parental controls on the most popular internet browsers below.

Google Chrome: google.ie/safety enter/families

Safari: support.apple.com/

Firefox: support.mozilla.org/parental-controls

Internet Explorer: windows.microsoft.com/using-content-advisor

Safety for Video Sites

YouTube Safety Mode: YouTube have also recently introduced a free YouTube kids app which may also be worth considering for your child. Find out more about the new app here: webwise.ie/parents/YouTube-kids/

Swipe TV - RTÉ has a dedicated channel app which is a great source of video content for children including videos, games, TV shows and more. The app is suitable for primary level children. rte.rte.ie/swiped/

Time Online - Strike a Healthy Balance: Unfortunately, there is no magic number for screen time, and it is worth bearing in mind that children use their devices for lots of different reasons – to learn, create, play, and interact with their friends. Under the current circumstances, households are using technology for a variety of purposes, every family is different and may face different demands, however setting clear boundaries and rules can be an effective way of managing screen time, and also making sure that you set a good example, and follow those rules too.

Encourage Respectful Communication: Discuss the importance of being respectful to others online, and the impact that their behaviour may have on people. Encourage them to consider the other person's perspective, and how hurtful remarks or actions could make someone feel. **The internet is a great resource for children – join in with them and discover the online world together!**

Why not explore HTML Heroes, and help your child learn about online safety in a fun and interactive way? https://www.webwise.ie/html-heroes/ There will be websites, apps and links recommended for your child on their programme of school work each week. Please use these links in addition to the links below.

Scoilnet- the official portal for Irish education and World Book Online-the recommended online encyclopaedia can be accessed via Scoilnet. Scoilnet is the Department of Education and Skills (DES) official portal for Irish education. Scoilnet.ie contains a database of over 20,000+ online resources including websites, quizzes, lesson plans, notes, video/audio, games and other multimedia. https://www.scoilnet.ie/

World Book: World Book Online is a suite of online research tools that includes encyclopaedia articles, primary source collections, educator tools, student activities, educational games, pictures, audio, and video, complemented by current periodicals and related Web sites. It can be accessed for free in the Republic of Ireland via the Scoilnet website.

Ratified by the board of Management on

Signed: _Frank O Neill_

(Chairperson, Board of Management)

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