

# S.N. Bhaile Chláir na Gaillimhe



# Internet Acceptable Use Policy



## S.N. Bhaile Chláir na Gaillimhe

Baile Clár na Gaillimhe,

Co. na Gaillimhe.

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### Internet Acceptable Use Policy

#### Content

1. Introduction
  2. Relationship to the Characteristic Spirit of the School
  3. Mission Statement
  4. General Approach
  5. Content Filtering
  6. Web Browsing and Downloading
  7. Email and Messaging
  8. Social Media
  9. Personal Devices
  10. Images & Video
  11. Cyberbullying
  12. School Websites
  13. Online Learning Platforms
  14. Sanctions
  15. Legislation
- Permission Form

## **1. Introduction**

- 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 SN Bhaile Chláir na Gaillimhe .
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in SN Bhaile Chláir na Gaillimhe.
- 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.
- SN Bhaile Chláir na Gaillimhe 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 SN Bhaile Chláir na Gaillimhe will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

## **2. Relationship to the Characteristic Spirit of the School**

S.N. Bhaile Cláir na Gaillimhe is a Catholic School with a group of pupils, parents, staff and management who share a similar vision. Children and families of other faiths and beliefs are also welcomed into our school and share this vision.

We, the staff in S.N. Bhaile Chláir na Gaillimhe aim to:

- provide for the holistic development of each child - physically, intellectually, emotionally, creatively, spiritually and socially
- enable each child to develop in an open, happy, safe, stimulating and mutually respectful environment
- provide an active, enriched learning environment for children with the availability of appropriate, instructional materials, resources and classroom adaptations
- develop a love of learning and an openness to lifelong learning
- foster a sense of community between management, teachers, parents and children and an awareness of belonging to the whole community
- develop in students an awareness and appreciation of our culture, heritage with particular emphasis on the Irish language
- develop an appreciation of the environment and one's responsibility for its preservation

- prepare each child for his/her future in education and in society.

### **3. Mission Statement**

The Board of Management, staff and parents of S.N. Bhaile Chláir na Gaillimhe are committed to the following mission:

S.N. Bhaile Chláir na Gaillimhe is a happy, safe and welcoming environment for all, a place where:

- Catholic values are practised and valued and there is a shared commitment to the Catholic ethos of the school
- everybody is respected, included and is treated fairly and equally
- there are clear goals that are commonly agreed and shared
- honest, open communication and consultation is fostered and decision making is a democratic process with input from all members of the school community
- diversity is valued and evident and emphasis is on inclusion
- the highest standards of learning and teaching are promoted and celebrated
- emphasis is on the provision of a holistic education, enabling each student to achieve their full potential
- effort and commitment is recognised, affirmed and encouraged
- teachers and children are inspired to be lifelong learners in a vastly changing world
- parents are appreciated as partners in education
- a sense of community and pride in our local parish is fostered
- all strive for school improvement from year to year and change is embraced in a positive way
- a love of Irish culture is developed and use of Irish language is promoted

### **4. General Approach**

- SN Bhaile Chláir na Gaillimhe 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 SN Bhaile Chláir na Gaillimhe through SPHE programme.
  - External Internet Safety Professionals will be invited to facilitate an Internet Safety Information Night for parents in the school.
  - Teachers will be provided with continuing professional development opportunities in the area of internet safety.
  - SN Bhaile Chláir na Gaillimhe participates in Safer Internet Day activities to promote safer more effective use of the internet.
- This policy and its implementation will be reviewed every two years or as the need arises by the Board of Management, in consultation with staff and parents of the school.
- This policy has been developed by the Board of Management of SN Bhaile Chláir na Gaillimhe in consultation with staff and parents..

- The school will monitor the impact of the policy using:
  - Logs of reported incidents.
  - Surveys and/or questionnaires of pupils.
  - Surveys and/or questionnaires of pupils, parents, and teaching staff.
- Should serious online safety incidents take place the school principal should be informed.
- The implementation of this Internet Acceptable Use policy will be monitored by the Assistant Principal I and the principal of SN Bhaile Chláir na Gaillimhe.

## **5. Content Filtering**

SN Bhaile Chláir na Gaillimhe has chosen to implement the following level on content filtering on the Schools Broadband Network:

- 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 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 and, in extreme cases, suspension or expulsion, subject to the Code of Behaviour of SN Bhaile Chláir na Gaillimhe.

## **6. 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 or the school to their class teacher who will then inform the school principal.
- 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 and staff 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 and staff 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 allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## **7. Email and Messaging**

- The use of personal email accounts is only allowed at SN Bhaile Chláir na Gaillimhe with expressed permission from members of the teaching staff.
- The class teacher will use his / her school email address ([name@claregalwayns.ie](mailto:name@claregalwayns.ie)) for the purposes of working online in projects with other schools.
- 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 reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Face to face meetings with someone organised via Internet chat will be forbidden.
- 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.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

## **8. Social Media**

- The following statements apply to the use of messaging, blogging and video streaming services in SN Bhaile Chláir na Gaillimhe :
  - Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in SN Bhaile Chláir na Gaillimhe.
  - Use of blogs such as Word Press, Tumblr etc. is allowed in SN Bhaile Chláir na Gaillimhe with express permission from teaching staff.
  - Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
  - Use of social media sites such as Facebook, Instagram, Twitter and TikTok are not permitted in the school.
  - The school Facebook page is administered by the Principal and Deputy Principal. It may only be used to share information relevant to the school. Comments will be monitored by the administrators. Sharing to the page is disabled.
- 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 SN Bhaile Chláir na Gaillimhe community

- Staff and pupils must not discuss personal information about pupils, staff and other members of the SN Bhaile Chláir na Gaillimhe 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 SN Bhaile Chláir na Gaillimhe into disrepute.
- Staff and pupils must not represent their personal views as those of being SN Bhaile Chláir na Gaillimhe on any social medium.

## 9. 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 SN Bhaile Chláir na Gaillimhe :
  - Pupils are only allowed to bring personal internet-enabled devices into SN Bhaile Chláir na Gaillimhe with expressed permission from staff.
  - Pupils are not permitted to bring such devices on school tours and outings.
  - 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.
- Pupils are not permitted to bring mobile phones to school or on school trips unless in extreme circumstances. If it is necessary for a pupil to bring a mobile phone to school, a written note from a parent / guardian must be submitted to the principal. The phone must be turned off during school hours and will be stored in the teacher's desk. The phone will be returned to the pupil at home time.
- If a pupil is found to have brought a mobile phone to school / on a school trip without permission, the pupil will be asked to switch off mobile phone and it will be confiscated and the parents informed. The parent / guardian must collect the phone from the school in person. It will not be returned to the pupil.
- It is imperative that all staff members should behave professionally and responsibly at all times regarding mobile phone usage. Adequate supervision of pupils is paramount to their health and safety within the school. Staff members should not use their mobile phones during class time, within the classroom during break time while the children are present, or while on yard supervision duty. Staff mobile phones should be turned on Silent during class time. Staff members should not receive or make calls on their mobile phones during class time, except in the case of an emergency. Staff are explicitly asked not to use their mobile phones during staff meetings, Croke Park hours etc. Repeatedly failing to adhere to this will sanction a verbal warning, followed by two written warnings. If the matter is still not resolved it will then be referred to the Board of Management.



## **10. 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 SN Bhaile Chláir na Gaillimhe pupils and parents 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 or Facebook page.
- 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.

## **11. 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 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.
- Measures are taken by SN Bhaile Chláir na Gaillimhe 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 our school.

## **12. 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.
- Webpages allowing comments or user-generated content (such as Facebook) 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 and uploaded by a teacher.



- SN Bhaile Chláir na Gaillimhe 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/ Facebook page with parental permission.
- Personal student information including home address and contact details will not be published on SN Bhaile Chláir na Gaillimhe web pages.
- The SN Bhaile Chláir na Gaillimhe will avoid publishing the first name and last name of pupils in video or photograph captions published online. First names in group pictures only will be published.

### **13. Online Learning Platforms**

From time to time teachers will use various online platforms such as Seesaw, Zoom, Google Classroom to enhance and support the pupils' learning.

Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.

The following rules apply to these platforms.

- Under no circumstances can pictures or recordings be taken of video calls.
- 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 any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families via their school email (name@claregalways.ie) or through an established app (eg. Seesaw).
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- For security reasons, passwords will be provided to families, where applicable.
- SN Bhaile Chláir na Gaillimhe cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

#### **Guidelines for staff members using online communication methods:**

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 9.00am – 2.40pm, where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff will check that consent has been given, before setting up a pupil profile for an online app.

- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
- Staff members will notify parents/guardians of the date, time and password for a video call via email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

### **Rules for pupils using online communication methods:**

For submitting learning:

- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.

For video calls/Zoom:

- Pictures or recordings of the video call are not allowed.
- Make sure you use your real name to log on - otherwise the teacher will not know who you are and will not admit you!
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

### **Guidelines for parents and guardians:**

For learning

- 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.

#### For video calls/Zoom

- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

## **14. Sanctions**

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

\*Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.

The school also reserves the right to report any illegal activities to the appropriate authorities.

## **15. Legislation**

The following legislation relates to the use of the Internet in schools:

- Data Protection (Amendment) Act 2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 - <http://www.irishstatutebook.ie/ZZA25Y1988.html>

## Support Structures

The following websites offer support and advice in the area of Internet Safety.

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

This policy will be reviewed in the school year 2021/22.

This policy was ratified by the Board of Management of SN Bhaile Chlair na Gaillimhe on 18<sup>th</sup> May 2020.

Signed:

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Seosaimhín Uí Mhóráin

Cathaoirleach

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Sheila Hession

Príomhoide Gníomhach



## SN Bhaile Chláir na Gaillimhe

### Permission Form

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 and in this policy.

Student's Signature: \_\_\_\_\_

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: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

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