

**Maynooth Educate Together National School**

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*Maynooth Educate Together National School*

**Internet Acceptable Usage Policy (AUP)**

*This policy has been formulated by Maynooth ETNS to assist teachers, pupils and parents in making an informed decision in relation to the safe and practical use of technology in education*.

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| School Name | Maynooth Educate Together National School |
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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Maynooth Educate Together National School. The AUP also applies to the school website and the learning platforms Microsoft Office 365, Teams as well as the SeeSaw app used for in-school teaching and learning as well as remote learning. It also applies to use of Zoom for remote learning. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Maynooth 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.

Maynooth 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 Maynooth 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.

Maynooth 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.
* Internet safety advice and support opportunities are provided to pupils in Maynooth Educate Together National School through the Class Teacher.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* Maynooth Educate Together participates in Safer Internet Day activities to promote safer more effective use of the internet.
* Internet sessions will always be supervised by a teacher.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety.
* Uploading and downloading of non-approved software will not be permitted.
* The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media;
  + 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 should be dealt with, as appropriate, in accordance with the school’s code of behaviour.
  + However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour

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.
* Monitoring logs of internet activity (including sites visited).
* Internal monitoring data for network activity.
* Surveys and/or questionnaires of pupils.
* Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place the Principal Marie Hand should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Leadership & Management Team (Principal, Deputy Principal, Assistant Principals) and the Board of Management.

Content Filtering

Maynooth 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.

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

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable usage policy.

Downloading of gifs is not permitted in Microsoft Teams.

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 the Class Teacher who will in turn report to the Principal, Marie Hand.

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.

Email and Messaging

### **Direct Communication using Internet – Email, Microsoft Teams and SeeSaw App**

### Teachers may choose to use a number of tools for classroom communication - Microsoft Teams and SeeSaw app. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using the calendar in Teams. The following are ground rules for synchronous lessons online.

* All meetings will be initiated by the teacher and will be by invite only through Teams
* All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
* The staff member has the right to “kick out” any person being disruptive from a synchronous lesson.
* A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
* 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 at the meeting and/or the meeting must be recorded.
* While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection service
* Please see also Maynooth Educate Together’s Remote Learning Charter for pupils

Children must sign a written agreement annually, with parents and class teacher, prior to accessing school email accounts.

School Office 365 email address and MS Teams is to be used and for

educational purposes only under supervision of the teacher

All emails sent by pupils should also ‘cc’ the class teacher in them

No private chats or one to one chats between pupils are allowed

The email address provided by the school to each student is the property of Maynooth ETNS.

All content will be monitored by staff at the school.

The teacher must be copied on all communication between pupils – no private groups chats allowed

Pupils are not permitted to set up private groups on email/MS Teams without the permission of the class teacher

If a child receives any inappropriate emails, he/she should inform class teacher and a 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.

Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers, pictures or passwords.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

The use of personal email accounts is not permitted on school platforms

Pupils should not under any circumstances share their email account login details with other pupils.

Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

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 Maynooth Educate Together National School:

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

Use of **Personal Social Networking** instant messaging services and apps including Facebook, Snapchat, Whats Apps, Twitter, Viber, Ask FM etc. are not permitted on school devices at Maynooth Educate Together National School.

Use of blogs such as Word Press, Tumblr etc. is allowed in Maynooth 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, other members of the Maynooth Educate Together National School community

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

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

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 Maynooth Educate Together National School:

* Pupils are only allowed to bring personal internet-enabled devices into Maynooth 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

Video conference calls, both synchronous and asynchronous, using Office 365 applications Teams is permitted. For junior end of school Junior Infants to second class Zoom is permitted. Video use is for educational purposes and only under the supervision of the teacher

Video conference calls are initiated and terminated by the teacher only

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.

There will be no recording of pupil’s faces during live video teaching sessions or chats on Microsoft Teams or SeeSaw app.

At Maynooth 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 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 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 Maynooth 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 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 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.

Maynooth Educate Together National 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 Maynooth Educate Together National School web pages.

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

Permission Form

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 Act 2018 <http://www.justice.ie/en/JELR/Pages/Data_Protection_Act_2018>

Child Trafficking and Pornography Act 1998 <http://www.inis.gov.ie/en/INIS/Pages/press-release-minister-030118>

Interception Act 1993 <http://www.irishstatutebook.ie/eli/isbc/1993_10.html>

Video Recordings Act 1989 <http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>

The Data Protection Act 1988 & 2003 <https://www.dataprotection.ie/en/about/mission-statement/data-protection-acts-1988-and-2003>

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Review:** This policy will be reviewed annually and regularly as technological advancements are made and will be updated in line with department guidelines.

**Ratification:** This policy was ratified by the BOM on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.