**Acceptable Use of**

**Internet Policy**



**Dunboyne Senior Primary School**

**Main Street, Principal: Mr JJ Brennan**

**Dunboyne, Deputy Principal: Ms. Linda Manning**

**Co. Meath.**

**Tel/Fax: 8252803**

**Aim**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school’s internet resources in a safe and effective manner. Internet use and access in the school is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions as outlined in the AUP-will be imposed.

It is envisaged that school and parent representatives will revise the AUP periodically. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood. This policy applies to all users of the school computer system, i.e. teachers, children, parents, ancillary staff, visitors, etc. All pupils are asked to sign an internet user Code of Conduct.

**School’s Strategy**

The internet and digital media can help our pupils learn, create, and communicate in ways that we would never have previously imagined. The online world is very much part of their lives, with technology embedded in many aspects of their lives. Digital literacy skills are key life skills for children and young people today. They need to know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise.

Dunboyne Senior Primary School will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of the internet in the school. These strategies are as follows:

**General**

* Internet sessions will be supervised by a teacher.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The Schools’ Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the Schools Broadband Team which includes Professional Development Service for Teachers (PDST) Technology in Education working closely with the Department of Education and Skills (DES) and National Education and Research Network (HEAnet). The school will regularly monitor pupils’ Internet usage.
* The school will regularly monitor pupils’ internet usage.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of CD-ROMS, memory sticks or other digital storage media in school requires a teacher’s permission.
* The onus is on teachers to be vigilant with regard to our internet use policy, i.e. pupils do not have unsupervised access to the internet.
* Pupils and staff will always observe good ‘netiquette’ (i.e. etiquette on the internet) and will not undertake any actions that may bring the school into disrepute.
* Pupils will participate in lessons about the importance of internet safety. See [www.webwise.ie](http://www.webwise.ie)

**Use of the Internet**

* 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 accordance with school procedures.
* Pupils will use the internet for educational purposes only.
* Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Pupils will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of Dunboyne Senior Primary School’s Acceptable Use Policy.
* Pupils 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.

**Email**

* Pupils will use approved class email accounts under supervision by or permission from a teacher.
* Pupils are not allowed to access their personal email accounts in school.
* Pupils will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
* Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
* Pupils will only have access to chat rooms, discussion fora or other electronic communication fora that have been approved by the school, e.g. World Maths’ Day.
* Chat rooms, discussion fora and other electronic communication fora will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.

**School Website**

* Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to Dunboyne Senior Primary School’s website.
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website using facilities such as guest books, notice boards or web logs will be checked frequently to ensure that they do not contain personal details.
* The publication of pupil work will be co-ordinated by a teacher.
* Pupils’ work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express permission.
* Dunboyne Senior Primary School will endeavour to use digital photographs, audio or video clips of group activities. Content focusing on individual pupils will not be published on the school website. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* Pupils will continue to own the copyright on any work published.

**Legislation**

Dunboyne Senior Primary School recommends that teachers, parents and pupils familiarise themselves with the following pieces of legislation relating to the use of the internet:

1. Data Protection (Amendment) Act 2003
2. Child Trafficking and Pornography Act 1998
3. Interception Act 1993
4. Video Recordings Act 1989
5. Data Protection Act 1988
6. Data Protection Act 2018
7. General Data Protection Regulation (GDPR) (2018)

**Distance Learning**

In circumstances where it is necessary to use Distance Learning, the following measures will be in place for pupils:

**Third and Fourth Classes**

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their class teacher and/or support teacher as appropriate. It can be used on a computer (PC) or tablet. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.

Pupils “show what they know” using photos, videos, drawings, text and links. It’s simple to display pupil work in one place and share with parents, and nothing is shared without teacher approval.

Pupils receive a Home Learning Code and enter it when requested when they either open the seesaw app or download the webpage. Pupils only ever see their individual account and the teacher feedback provided. Pupils may only participate in Seesaw with parental consent.

**Fifth and Sixth Classes**

Google Classroom will be used to remotely communicate with pupils in Senior classes. It is part of the G Suite range of tools and is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The main purpose of Google Classroom is to streamline the process of sharing files between teachers and pupils and to facilitate communication between teachers and pupils.

Google Classroom simplifies the distribution and collection process of pupil work. The teacher can compile a collection of documents, videos and resource links into an assignment. The pupils can view the document, edit the document, or receive a copy of the document. Google Classroom restricts participation in the environment to staff and pupils on the domain. Pupils and teachers are given a Google account login that is specific to the school’s domain. This may look something like marc.daily@dunboynesps.ie Pupils and teachers need to be logged into and utilise their school account to participate in the Classroom environment. Pupils may only participate in Google Classroom with parental consent.

In certain circumstances, teachers may deem the use of video conferencing appropriate to communicate with pupils. Parents will be notified of the child’s responsibilities prior to the commencement of any video conferencing. E.g. Zoom, Teams etc. The same provisions in the school’s Code of Behaviour apply to video conferencing. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students’ attire must be suitable. Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel. Students will not record the class unless with the prior permission of the teacher conducting the live online class. If a recording is made with the permission of the teacher, it cannot be shared with anyone outside of the class.

**Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Parents will regularly receive information and advice regarding Internet safety in the home. This will include updates on new apps, online games etc which parents need to understand and control on their home devices (phones, tablets, laptops, smart tvs, playstations, xBox etc).

**Sanctions**

* Some material available on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
* Procedures are in place should a pupil accidentally access inappropriate material and should a pupil deliberately abuse the use of the Internet in school.
* Intentional misuse of the Internet will 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.
* All of these sanctions are in line with Dunboyne Senior Primary School’s Code of Behaviour policy.

**Agreement**

We request that all parents sign the school’s Acceptable Use Policy Permission Form on enrolment.

**Review**

This policy will be reviewed at regular intervals.

**Ratification**

This policy was approved by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

**ICT Acceptable Use Policy for Pupils**

**Parent/Guardian Permission Form**

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

**Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

As the parent or legal guardian of the above pupil, i have read the Acceptable Use Policy and grant permission for my child 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 Dunboyne Senior Primary School to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph.**

**I do not accept the above paragraph**.

(Please tick as appropriate)

In relation to Dunboyne Senior Primary School, I accept that, if the school considers it appropriate, my child’s schoolwork, or photograph, may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupil’s work/photographs on Dunboyne Senior Primary School’s website.

**I accept the above paragraph.**

**I do not accept the above paragraph**.

(Please tick as appropriate)

**I have read this document in detail and I have explained to my child about the importance of responsible internet usage at school.**

**Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I give consent for my child’s name to be used in the setting up of usernames for educational websites and apps including Seesaw and G Suite for Education.**

 **I give consent**

 **I do not give consent**

**N.B. I understand that not giving consent will limit my child’s use of educational technology in the classroom.**