Acceptable Usage Policy for Internet Use

Newport Boys National School, Newport, Co. Tipperary

The aim of this Acceptable Use Policy (A.U.P.) 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 is considered a school resource and privilege. Therefore, if the school A.U.P. is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the A.U.P. – will be imposed.

The policy applies to the use of Internet and technology resources while on school premises and the use of any school resources that can be accessed outside of school. This policy also provides guidelines to parents on the safe use of technology in the home.

It is envisaged that school and parent representatives will revise the A.U.P. regularly. The A.U.P. should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the A.U.P. unless the school is specifically notified.

This version of the A.U.P. was created in September 2022. It will be reviewed in September 2024 to take account of new technologies and social media.

The A.U.P. is devised under the following headings:

- ➤ School's Strategy
- ➤ Responsibility of the School
- ➤ Responsibility of the Pupil
- ➤ Responsibility of the Teacher
- ➤ Guidelines for Parents
- ➤ Cyberbullying
- ➤ Sanctions
- ➤ Legislation
- ➤ Permission Slip

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's online learning space (LS) is a system based around Google Apps for Education.

Children will be given a login and will be given permission to use different tools according to their age and e-safety awareness. This account will be used by pupils to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and teachers. The LS will be managed as follows:

- ➤ Pupils and staff will be given a bnsnewport.com username and password.

- The e-Learning Coordinator (Mr. Liam Noonan) will regularly monitor the usage of the LS by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LS.
- Only members of the current pupil, parent/carers and staff community will have access to the LS.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LS.
- When staff, pupils, etc leave the school their account or rights to specific school areas will be disabled, deleted or transferred to their new establishment.
- Any concerns about content on the LS may be recorded and dealt with in the following ways:
  - The user will be asked to remove any material deemed to be inappropriate or offensive.
  - The material will be removed by the site administrator if the user does not comply.
  - Access to the LS for the user may be suspended.
  - The user will need to discuss the issues with the Principal before reinstatement. A pupil's parent/carer may be informed.

Responsibility of the School

Due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use. However, the school will take all reasonable precautions to ensure that users access only appropriate material while on school premises.

- Internet sessions will always be supervised by a teacher.
- Filtering software from the NCTE is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- 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 personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Responsibility of the Teacher

As part of Newport Boy's National School's ongoing commitment to developing our pupils' 21st century skills, the use of online tools, commonly known as Web 2.0 and/or social networking tools, is becoming an integral part of teaching and learning. The sites chosen for use can be used to:

➢ Facilitate the further development of reading and writing skills
➢ Cultivate understanding of different people and cultures
➢ Provide opportunities to display pupil creativity
➢ Practice listening and speaking skills
➢ Enhance collaboration and critical thinking skills
➢ Provide a variety of ways in which pupils can demonstrate their learning
➢ Motivate and engage pupils in new ways
➢ Share their ideas with a broader audience

How will the tools be used?

With a classroom teacher acting as a guide/moderator, pupils may use these tools for a range tasks, such as (but not limited to):

➢ Compiling research
➢ Classroom discussions
➢ Video conferencing
➢ Multi-media projects
➢ Group projects
➢ Reports
➢ Demonstrations
➢ Assignment completion
➢ Classroom support

Pupil use of web-based tools is for educational purposes only and at the direction and under the supervision of a teacher.

Pupil safety

The safety of our pupils is always our primary concern, so sites endorsed by Newport Boys' National School for pupil use have been carefully evaluated. The following protective measures are in place for our use of web-based tools.

➢ Pupils will be taught lessons in the area of Internet safety.
➢ Wherever possible, teachers will choose sites offering private groups for schools and classrooms.
➢ In cases where this is not possible, only the teacher will be registered with a whole-class account to be used by all pupils.
➢ Pupils will never be required to submit personal information
➢ Any Pupil accounts will be created under strict protections and guidelines
➢ Pupil activity will be closely monitored for appropriate use and conduct. All school conduct rules apply online as well as in class.
➢ Everything we make with the tool(s) is subject to teacher approval and / or deletion

Visibility of Pupil Work

When pupils are able to safely share their ideas with an audience broader than just our classroom, often they can discover their voice and become even more motivated to learn,

communicate and share their ideas effectively with others. However, the following measures will be used when publishing.

- ➢ Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web 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 of pupils or staff.
- ➢ Website using facilities such as guestbooks, noticeboards or weblogs 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
- ➢ The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Videos and photographs will be uploaded to the Newport Boys N.S. website, Vimeo Channel and Google account.
- ➢ Personal pupil information including home address and contact details will be omitted from school web pages.
- ➢ The school website will avoid publishing the first name and last name of individuals in a photograph.
- ➢ The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- ➢ Pupils will continue to own the copyright on any work published.

Responsibility of the Pupil

- ➢ 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 during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher and will adhere to appropriate age rating guidelines.
- ➢ 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 the 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 / Internet Chat

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- 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 not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

Personal Devices

Pupils will not be using their own technology in school such as mobile phones and other internet enabled personal devices.

Mobile Phones

Mobile phones are not permitted by pupils in our school.

- If Pupils wish to contact parents or vice versa during school hours contact should be made through the school secretary

If a pupil brings a phone to school:

- Incidents such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Management team with the consent of the pupil or parent/carer. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- The Bluetooth and Wi Fi function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.

Other Electronic Devices

- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such

items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

Digital Cameras or Mobile phones cameras are not permitted within the school site (Or outside of school on sporting events/school trips) such as changing rooms, toilets and swimming pools.

Second Class E-Safety Rules

These rules help us to stay safe on the Internet

Think then Click
- We only use the internet when an adult is with us   - We will tell a teacher if we see something that upsets us   - We can click on the buttons or links when we know what they do.   - We can search the Internet with an adult.   - We always ask if we get lost on the Internet.   - We can send and open emails together.   - We can write polite and friendly emails to people that we know

Pupils Name: _____

Third to Sixth Class E-Safety Rules

Think then Click
- We ask permission before using the Internet.   - We only use websites that an adult has chosen.   - We tell an adult if we see anything we are uncomfortable with.   - We immediately close any webpage we not sure about.   - We only e-mail people an adult has approved.   - We send e-mails that are polite and friendly.   - We never give out personal information or passwords.   - We understand that people online might not be who they say they are   - We will not look at other people's files or documents without their permission   - We will not logon using another person's account without their permission   - We will think before deleting files   - We will think before we print   - We know that the teachers can, and will, check the files and websites we have used

- We will take care when using the computers and transporting equipment around
- We will keep my usernames and passwords secure, but we understand I can share them
- with appropriate people, such as my parents or teachers
- We will not install any software or hardware (including memory sticks) without permission from a teacher
- We understand that if we are acting inappropriately then our parents may be informed
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.
- We do not take photographs of other pupils and staff without their direct permission.
- We do not upload photographs of other pupils and staff to the internet.
- We do not post comments about other pupils and staff to the internet.
- We do not alter the on-line work of other pupils without their direct permission. ⬚
- We keep our mobile phones and personal devices switched off during school hours.
- We also have the Wi Fi and Bluetooth functions disabled during school hours.

Pupil's Name _____

Guidelines for Parents

- The safety of our children on the web is of utmost importance. Web 2.0 is open to potential dangers when used inappropriately.
- If students need to use the internet for homework, it is the responsibility of the parent(s) to supervise their work.
- 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.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.

- Parents or pupils should not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. Staff have the right to ignore requests on Facebook or other social network request.
- Parents are always encouraged to review the online activities of your child. If at any time you have questions about our projects or our use of these tools, please contact your child's teacher(s). As specific projects are created, teachers will share how they can be viewed at home. The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Cyberbullying

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007. Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and code of behavior policy.

- Pupils, staff and parents/carers are advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the Gardaí, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-Safety ethos.

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. Sanctions for those involved in cyberbullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
- Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools Anti-Bullying, Behaviour Policy or Acceptable Use Policy.
- Parent/carers of pupils will be informed.
- The Gardaí will be contacted if a criminal offence is suspected.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

SCOIL NÁISIÚNTA NA MBUACHAILLÍ PLEAN SCOILE

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Google Privacy Policy
- Google Privacy Principles Google Apps Security page

Ratification and Communication

This AUP has been ratified by the BoM at a meeting on _____

Signed: _____   Signed: _____

Chairperson   Principal

Parental Permission Slip

Newport Boys' National School, Newport, Co. Tipperary

Each year, we ask your permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. This permission slip will cover your child's time at Newport Boys' National School. If in the future you wish to change any of the authorisations, please ask for another of these forms. In the event of this form not being returned, the school will assume that all permissions are given.

Please read carefully each of the items below and tick the relevant box. Not all occasions may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below please feel free to contact the class teacher or principal.

I hereby give permission for my child in relation to the following	Yes	No
Going on school tours, local educational visits / field trips, Green School Environmental activities, and participating in other school events (e.g. matches, concerts, quizzes, choir, band, etc.		
Participating in Social, Personal and Health Education lessons (SPHE). The school teaches 'Stay Safe' lessons on personal safety and R.S.E. lessons on developing and changing as part of the SPHE curriculum. Both are recommended and vetted by the Department of Education and Skills.		
Participating in teacher-moderated, internet-based social media projects using Google Apps for Education and Web 2.0 internet tools pupils will be assigned a full Newport B.N.S. Google Apps for Education account. This means my child may receive an email account, access to Google Docs, Calendar, and Sites. My child may participate in any planned collaborative activities and publish projects, privately or publicly according to the measures outlined in the Newport B.N.S. Acceptable Usage Policy for Internet Use.		
Work and image published on the internet. It is the School's policy to celebrate your child's work and achievements. As a result, images of your child and their work may appear on our school website / school Vimeo channel. Usually children will be only pictured at a distance and in groups. At no stage will your child be identified by their full name.		
Being photographed by the media. On occasions such as school shows, sports day, matches, choir performances, Communion, Confirmation and other school events local press photographers take photographs/video of children. (Please remember that removing a child from a photo with the rest of the class can be quite upsetting for the child).		
To be taken immediately to a doctor or hospital in case of serious illness / accident.		
On occasion we administer 'Diagnostic' tests (e.g. NRIT) to discover the educational progress of pupils. Should any concerns arise from these tests we will contact you.		
To allow my email to be used as a form of communication from Newport B.N.S. and our Parents' Council. **If YES, please write your email address here.**		

Please complete this form and return to the school

Pupil: _____

Parent/Guardian signature: _____ Date: _____