

*St. Peter's N.S. Phibsboro*  
*Internet Acceptable Use Policy*  
*A.U.P.*



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# Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging  
    Direct Communication using Internet (via online platforms (Class Dojo and Microsoft teams and Zoom))
6. Social Media
7. Personal Devices/School Devices and IT Infrastructure
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form

# 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 St. Peter's National School.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Peter's 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.

St. Peter's 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 St. Peter's 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.

St. Peter's 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 St. Peter's National School through our PASTORAL CARE, ICT, SPHE programmes and Cocoon IT services.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and pupils.

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, parents, and teaching staff.

Should serious online safety incidents take place, the Principal, deputy principal, IT co-ordinator and Staff members should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the board of management and all staff members.

# Content Filtering

St. Peter's National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

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.

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 relevant class teacher, IT co-ordinator, deputy principal or 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 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 allowed at certain times.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

# Email and Messaging

- The use of personal email accounts is not allowed at St. Peter's National School.
- Pupils will use approved class email accounts (i.e. through Microsoft Teams or Class Dojo) to communicate with staff/class teachers but only under supervision by or permission from a teacher.
- Pupils should be aware that email communications/private chats (via. Microsoft Teams) are monitored.

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.

## Direct Communication using Internet (via online platforms)

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Microsoft Teams, Webex, SeeSaw (in the near future) Zoom and ClassDojo. 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 a code. The following are ground rules for synchronous lessons online.

- All meetings (via Zoom) will be password protected. Teams' meetings are not password protected.
- 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.
- 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 (**we are advocating that a parent must be present at the meeting**).
- 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 services.



# Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Peter's National School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in St. Peter's National School.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils, parents and all members of the school community 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 St. Peter's National School community

Staff and pupils, parents and all members of the school community must not discuss personal information about pupils, staff and other members of the St. Peter's 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 St. Peter's National School into disrepute.

Staff and pupils must not represent your personal views as those of bring St. Peter's National School on any social medium.

# Personal Devices and loaning of school devices/IT infrastructure

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 St. Peter's National School:

- Pupils are not allowed to bring personal internet-enabled devices into St. Peter's National School.

During the Covid-19 school closures (March '20- June '20 and Jan. '21- end of Feb. '21) St. Peter's loaned out a range of devices (laptops and I- pads) to families in need. Parents were supplied with Device agreement forms to be signed or emailed back to the school. It was/is the responsibility of the family to ensure that the laptop/i-pad was returned in the same condition.

St. Peter's also provided Broadband services (through Virgin Media) to a number of families during the months of Feb. '21-June '21. The school entered into a short-term contract with the company and funded the installation and broadband connectivity for a number of months (short term contract would have to be cancelled 30 days in advance of cessation of the contract between the school and Virgin Media).

## 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 St. Peter's 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 not allowed under any circumstances, except by staff members for educational purposes.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of St. Peter's National School.

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 by St. Peter's 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.

St. Peter's National School will use only digital photographs, audio or video clips of focusing on group activities (for the most part). 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 St. Peter's National School web pages.

St. Peter's National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

# Acceptable Use Policy Permission Form

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

## 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:

- General Data Protection Regulation (G.D.P.R.) Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

