

Monaleen N.S.

AUP (Acceptable Use Policy) on the use of the Internet.

The aim of this 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 is considered a valuable school resource which has the capacity to greatly enhance learning opportunities for our pupils.

It is envisaged that the Board of Management (B.O.M) and staff of Monaleen N.S will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

This AUP was updated by the staff and B.O.M of Monaleen N.S. in October 2018.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will always supervise Internet sessions.
- Websites will be previewed /evaluated using the PDST's filtering system, before being integrated into lessons. This search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all pupils.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of Personal External Storage Devices in school is discouraged and email / Cloud storage is preferred.
- **It is important to note that our school's Anti-Bullying Policy applies to internet usage. Parents are asked to be aware that placing a once-off, offensive or hurtful internet 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.**

World Wide Web

- The internet will be used to enhance learning and will predominantly be used for educational purposes. On occasions, the teacher may allow supervised access for entertainment purposes (replacing a 'treat DVD' for example). All websites will be vetted by the teacher.
- Students will be taught specific lessons on online safety.
- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicise personal or confidential information online. Examples of this are their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

Email / Google Drive

- Students will use approved class email accounts under supervision of a teacher.
- 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 or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised.
- Face to face meetings with someone organised via internet chat will be forbidden.

School Website and affiliated Social Media sites, School App.

- The school's website address is: <http://www.monaleenns.ie>. Our Twitter account is 'Monaleen NS', our Facebook account is 'Monaleen National School and Parents' Association' and we have a 'Monaleen N.S. App'.
- The School App is available on Apple, Android and Windows phones.
- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published as per the consent form. Teachers will co-ordinate the publication of this material.
- Personal pupil information including name, home address and contact details will not be included on school social media.
- Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without prior parental permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Photos/Videos may be used for the production of the Homework Journal, the production of Christmas Concert DVDs and the production of 6th class Graduation DVDs. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.

The EU General Data Protection Regulations came into effect in May 2018. Please see our Data Protection Policy for further information.

Personal Devices

- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher.

Legislation and Regulation

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

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support structures and Education

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for senior pupils and for all parents. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Sanctions

Misuse of the Internet or any activity which contravenes our A.U.P may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Monaleen N.S. have recently reviewed the school's Acceptable Use Policy (A.U.P). The full policy is available online on www.monaleenns.ie . Please familiarise yourself with this policy, prior to completing the **A.U.P Permission Slip**. School files will be updated accordingly and this form will be kept on file indefinitely.

Acceptable Use Policy Permission Slip

Name of Pupil: _____

Class/Year: _____

Parent/Guardian

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 pupils may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____ Date: _____

School Website, Affiliated Pages (Facebook, Twitter, App etc.) and Other publications (e.g. Green & White, Local / National Newspapers)

I understand that my child's schoolwork/photo/video may be chosen for inclusion on our school's website and/or affiliated school pages. In principle, children will only be pictured in groups and will not be named (unless prior consent has been given). Please tick the appropriate box(es) and sign to confirm that you accept;

- Use of child's photo/video/schoolwork on School App, Newsletter and HW Journal.
- Use of child's photo/video/schoolwork on school website and on affiliated 3rd party websites (i.e Monaleen N.S. Parents Association Facebook and Monaleen N.S. Twitter accounts).
- Use of child's photo/video/schoolwork for publication in third party publications (e.g. Green and White magazine, local and national newspapers, FAI/GAA websites).

If you do not wish to have your child's photograph/video/schoolwork used in any form, please put this information in writing to the school Principal. If, at any stage, you change your mind, it is your responsibility to notify the school in writing.

Parent/Guardian Signature: _____ Date: _____