**(AUP)Acceptable Usage Policy on the use of the Internet.**

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**1 Introduction**

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.

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| **2. REVISION HISTORY** |
| **DATE**  | **BRIEF SUMMARY OF UPDATE** |
| October 2018  | Changed permission slip format |
| September 2022  | Amend reference to Pupil email and delete reference to the old school app (Appiercom app) |
| March 2023 | Updating permission section.  |
| **3. RELATED POLICIES** |
| Anti-Bullying Policy |
| Mobile Device Usage Policy |
| Distance Learning Policy  |

**4.** **Use of Internet & Safety (Content Filtering)**

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

* Pupils will have access to the internet via Chromebooks, Laptops, Ipads or Desktops.

• Pupils from JI to 2nd Class will use SEESAW and pupils from 3rd to 6th will use G

 Drive.

• Pupils will have access to other education sites such as Studyladder, NRich etc.

• 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.

• 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.

• Virus protection software is used and updated regularly

• Online safety training will be provided to teachers and will be taught to all pupils.

• 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.

• Uploading and downloading of non-approved software will not be permitted.

• 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/Guardians 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.

• 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, username or passwords.

• Students will be aware that any usage, including distributing or receiving 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.

# 5. Online Learning Platforms: (Seesaw and Google Classroom)

* Seesaw will be used in junior infant to second classes respectively. It is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share content with their parents/guardians.
* Google Suite for Education provides a suite of cloud-based tools to students. The tools and services include messaging and collaboration apps, such as Gmail, Google Drive, Google Calendar, Classroom, and so on. Google Classroom will be used by third to sixth classes respectively. Google Classroom (GC) is a suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded work..
* Students will have a school E-mail address solely for the purpose of accessing G Drive.
* 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 picture.
* Archive: Reminders will be issued to parents/guardians to save their child’s work on both Seesaw and Google Classroom before the end of term three.

# 6. Internet Chat

# Moderated chat rooms (e.g. Zoom, Google Meet), discussion forums and newsgroups will only be used for educational purposes and will always be supervised.

# Organising face to face meetings via internet chat will be forbidden.

#  7. School Website and affiliated Social Media sites,

# The school’s website address is: [http://www.monaleenns.ie](http://www.monaleenns.ie/). Our Twitter account is ‘Monaleen NS’, our Facebook account is ‘Monaleen National School and Parents’ Association

# 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 coordinate 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 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.

# 8. 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 relevant school affiliated website and then immediately deleted from source.

# The use of E-readers may be permitted, under the supervision of the teacher.

# 9. 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

# 10. Education

# On an annual basis, the school will run a programme on acceptable internet usage, for senior pupils and for all parents/guardians. This will cover several topics including cyber-bullying. Safer Internet Day takes place each February and our school will participate in related activities.

# Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

# 11. 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.

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# Consent Form:

# Dear Parent(s)/Guardian(s),

#  *Acceptable Use Policy Permission Slip*

# 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](http://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.

# As the parent or legal guardian 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.

# Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# *Use of my child’s photo / work on School Publications (Electronic & Hard Capy.)*

# *Including but not limited to: Our School Website, Affiliated Pages (Facebook, Twitter, Aladdin etc.) and other publications (e.g. School Journal, Green & White, Local / National Newspapers…)*

# I understand that my child’s /photograph/video may be published. Children will only be pictured/ recorded in groups and will not be named. In addition, samples of my child’s work may also be published in electronic or hardcopy in School Affiliated Sites.

# In exceptional circumstances, if an individual pupil’s image is deemed appropriate to be used, then prior consent from parent / guardian will be sought.

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| We consent with the above statement.   |

# We do not consent with the above statement.

#  If, at any stage, you change your mind, it is your responsibility to notify the school in writing.

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# Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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