

Acceptable Use Policy (AUP) 2020-2021

Derryoover National School

Phone:086 0463344

www.derryooverschool.ie

derryoovernationalschool@yahoo.ie

Principal Mr. Padraig Lohan

086 4163722

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Section 1 - General Approach

Mission Statement

We are a Primary School School committed to:

- the provision of a comprehensive educational system available to all.
- the recognition and development of each student's social, intellectual, physical
- and spiritual potential.
- the achievement of high standards in teaching, learning and performance.
- the establishment and maintenance of a co-operative, supportive partnership
- between school, home and community.
- the professional development of staff.

Rationale for this Policy

The Internet is a powerful educational resource that can significantly enhance teaching and learning, when used appropriately. The Board of Management of Derryoover National School is committed to providing access to Internet facilities in the School, for precisely that purpose. However, there are many potential dangers associated with the use of the Internet and it is the responsibility of the Board of Management to protect all users of the School's Internet facilities, in particular students of Derryoover National School, from these dangers. It is also the responsibility of the Board of Management to comply with Irish Legislation in this area:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988.

This policy governing access to and use of the Internet by students and staff of Derryoover National School outlines practices and procedures and is also intended to provide maximum protection for users from potential dangers associated with the use of the Internet.

The Aim of the AUP

The aim of this Acceptable Use Policy (AUP) is to ensure that staff and students will benefit from learning opportunities offered by Derryoover National School's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if Derryoover National School's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and the Code of Behaviour will be imposed.

This policy will be ratified by the Board of Management in _____ after consultation by staff, senior students, parents and will be reviewed in _____. Before signing, the AUP all stakeholders should be read carefully to indicate that the conditions of use are accepted and understood.

Section 2 - Content Filtering, Web Browsing & Downloading

- Students will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students are encouraged to report accidental accessing of inappropriate materials in school but outside the classroom to the Principal.
- Students and staff will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students 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.
- Students will use the Derryoover National Schools internet connection only for educational and career development activities and filtering software will be used to avoid the risk of exposure to inappropriate material.
- Students will not engage in online activities such as uploading or downloading large files (including software) that result in heavy network traffic which impairs the service for other internet users.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Virus protection software will be used and updated on a regular basis.

Section 3 - Email & Messaging

- Derryoover National School will encourage all students to use their assigned Microsoft office 365 email account. (When approved by the Board) The use of personal email accounts is only acceptable in agreed circumstances.
- Students should not under any circumstances share their email account login details with other students. Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
- When using the internet in school or for remote learning students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities in school or for remote learning with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Section 4 - Social Media

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of students and other staff and the reputation of Derryoover National School is protected.

This policy applies to personal websites such as social networking sites, for example Facebook, blogs, microblogs such as Twitter, chat rooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, and content sharing sites such as Flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services by students and staff at Derryoover National School:

- Staff and pupils 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 school community.
- Staff and students must not discuss personal information about students, staff, and other members of the Derryoover National School community on social media
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media
- Staff and students must not engage in activities involving social media which might bring Derryoover National School into disrepute
- Staff and Students must not represent their personal views as the views of Derryoover National School on any social medium.

Section 5 - Personal Devices & Mobile Phones

Mobile Phones and Electronic Devices capable of recording audio and / or pictures are not allowed in school as their use can constitute a serious disruption of school life and of class quality as well as posing risks of breach of privacy and enabling bullying behaviour. In addition, the un-moderated access to the internet from such devices renders them unsuitable to be brought into school.

Students may use the School telephone to make essential calls once permission to do so has been obtained. If a student breaches the no phone allowed policy the following is a timeline that will ensue in line with the Code of Conduct Policy for Derryoover National School.

Offence 1: The device is held for 24 hours in the Principal's Office.

Offence 2: The device is held for one week in the Principal's Office until the parent calls for it.

Offence 3: The device is held for the term in the Principal's Office until the parent calls for it.

Offence 4: The device is held for the duration of the school year and the student has to sign a commitment to uphold the code of conduct with the parent.

Students should avoid the use of personal laptop computers or computers of any sort and use the Microsoft Office 365 platform to save their work for e.g. presentations, CBAs etc and may use designated school computers to present in class. Any such usage must comply with the school's Acceptable Use Policy for the internet.

Section 6 - Images & Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.

- Care should be taken when taking photographic or video images that students are not participating in activities that might bring the individuals or Derryoover National School into disrepute.
- Derryoover National School students must not take, use, share, publish or distribute images of others without their permission.
- Students must not share images, videos, or other content online with the intention to harm another member of the Derryoover National School community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.

All parents/guardians are having been invited to sign the Photographic and Videographic Image Consent forms (Appendix 2) which grants Derryoover National School permission to publish photographs of students with due regard to the guidelines.

Section 7 - Cyber bullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person sexuality, appearance etc.

Access to technology means that cyber-bullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

Derryoover National School considers that a once-off offensive or hurtful public 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.

Measures are taken by Derryoover National School to ensure that staff and students 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 Derryoover National School's Code of Conduct Policy.

Section 8 - School Website

- Students will be given the opportunity to publish projects, artwork, or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to Derryoover National School's website.
- The website will be regularly checked by the Principal 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 the Principal
- Derryoover National School will use only digital photographs, audio, or video clips, focusing on group activities or individual activities with parental permission.
- Personal student information including home address and contact details will not be published on Derryoover National School web pages.

Section 9 - Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. Derryoover National School also reserves the right to report any illegal activities to the appropriate authorities

Derryoover National School will deal with incidents that take place outside the school that impact on the wellbeing of staff or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Derryoover National School will,

where known, inform parent(s)/ guardian(s) of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Students taking steps to by-pass the content filter by using proxy sites or other means will be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Students 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.

Derryoover National School implements the following strategies on promoting safer use of the internet:

- Students will be provided with education around internet safety as part of our implementation of the SPHE curriculum. At present this provision will be presented through the Wellbeing Programme.
- Internet safety advice and support opportunities are provided to students in Derryoover National School through our Wellbeing Week, SPHE Wellbeing Programme
- Teachers will be provided with continuing professional development opportunities in the area of internet safety and the Microsoft Office 365 platform.
- Derryoover National School participates in Safer Internet Day activities to promote safer more effective use of the internet
- Sanctions specific to Personal Devices & Mobile Phones are outlined in Section 5 of this Policy.
- This Policy recognises and respects the importance of Derryoover National Schools Child Protection Policy in relation to all IT usage & safety.

Section 10 - Permission Form

All students who enrol at Derryober National School must agree to follow the School's Acceptable Use Policy and sign the Internet Permission Form. This form must be countersigned by the students' parents/guardians. **(See Appendix 1)**

The Board of Management of Derryober National School ratified this policy on
24.8.20

Signed: *Father Kieran O'Rourke* Chairperson BOM

Date: 24.8.20

Appendix 1

Internet Permission Form

Derryoover National School

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

Name of Student: _____ Class: _____

Student

I agree to follow Derryoover National 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: _____ Date: _____

Parent(s)/Guardian(s)

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son and/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 pupils access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my son(s)/daughter(s)' schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing student's work on the school website.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Parent(s)/ Guardian(s) Signature: _____ Date: _____

Appendix 2

Photographic and Videographic Image Consent Form

Derryoover National School

Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation as well as improve communication and team-working skills.

Derryoover National School asks that parent(s) guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. . This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in Derryoover National School:

1. Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
2. Pupils may be identified in these publications in recognition of their participation in events/activities, except there the publication is online.
3. Students in photographs or videos published on Derryoover National School website or social media sites will not be named or identified in any way other than by group e.g. finalist basketball team.
4. If you chose to withdraw your consent, the school will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be reacted e.g. if a photograph was published in a newspaper or past yearbook already printed.
5. All online media promotion on behalf of the school is underpinned by our Internet Acceptable Use Policy.

I _____ [*insert signature of Parent/Guardian*] consent that photographs and video footage of _____ (*students name here*) may be taken and used by or on behalf of Derryoover National School to promote its activities [currently and in the future] in the following circumstances; as selected by me:

Photographic Image and /or Videographic footage of the student for the purpose of:		
	Yes	No
Please tick as appropriate		
On Derryoover School website and or social media and any other online publication associated with schools/centres/programmes/ services.		
Given to third parties, with the student's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/ leaflets, posters, prospectus, reports books and other similar publications		
Displayed within the school and including the student's name e.g. an image of a student awarded 'Student of the Year' with his/her name below.		
In school yearbooks with the student's name also used. (Future)		
For promotional purposes related to the school e.g. school prospectus or a video of a school production.		

In circumstances not listed above where the student's photographs or videos are sought, your consent as a parent/guardian will be requested separately at a later date.

Student's Name (IN BLOCK CAPITALS) _____

Name of Parent(s)/Guardian(s) _____ Date: _____