Email: stmarnocksns@gmail.com   *Website: www.stmarnocksns.ie*

ACCEPTABLE USE POLICY:

Aim of the Acceptable Use Policy (AUP)

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

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

These strategies are as follows:

General

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy
- Internet sessions will always be supervised by a teacher.
- 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 external and or portable memory devices in school requires a teacher's permission.
- Students will treat others with respect at all times, observe good "netiquette" (i.e., etiquette on the internet) and will not undertake any actions that may bring the school into disrepute.

Education

- Students and teachers will be provided with training in the area of Internet safety.
- Students will be educated on the benefits and risks associated with using the internet.
- The children at St. Marnock's N.S. will be made aware of the importance of keeping their personal information private.
- The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.

- The children will learn about the importance of treating ICT equipment with care, consideration and respect.
- **Programmes to be taught:**
    - **HTML Heroes: 3rd & 4th class – internet safety**
    - **My Selfie and the Wider World: 5th & 6th class – cyberbullying**

World Wide Web
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of unpleasant material to help protect other pupils.
- Students will use the Internet for educational purposes only.
- Students will learn not to copy information into assignments without acknowledging the source or author of the original work (plagiarism and copyright infringement).
- Students 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.
- Students 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
- This will be relevant to staff only, nevertheless, students may be taught how to use email.
- Students will not send or receive any material that is illegal, obscene or 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 never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Netiquette
Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.
- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should be polite, use correct language and not harass others or provoke fights online.
- Students should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Students should use trusted sources when conducting research via the Internet.

School Website – *www.stmarnocksns.ie*
- Pupils will be given the opportunity to publish projects, artwork or school work on the school blogs on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by AP2 post holder Michael Maughan.
- Digital photographs, audio or video clips will feature groups of children only.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Content focusing on individual students will not be published on the school website.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full names of children in photographs.
- Pupils will continue to own the copyright on any work published.

Mobile Phones

In accordance with our Mobile Phone policy, pupils are only permitted to have a mobile phone in their possession in exceptional circumstances, with the prior consent of their parents and the school principal. In these exceptional circumstances, the pupil's mobile phone must be turned off and given to the class teacher each morning. Mobile phones are returned to pupils before they are dismissed from school.

Personal Devices

- Pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, laptop, or tablet device is in direct breach of the school's acceptable use policy, if any of these devices are turned on and used in class or during school hours.
- Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorized voice recordings or images either still or moving.
- Children are not allowed bring personal devices on school tours or to other out of school events without permission.

Remote Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs (acting under the direction of the teachers) may use a range of online platforms including Webex, Seesaw, Class Dojo and other platforms approved by the principal to assist with remote teaching and learning.
- Staff members will adhere to school guidelines based on good online communication and parents/children will, also, be expected to follow the school guidelines based on good online communication. These guidelines can be found within the remote learning policy.

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

Cyberbullying

- Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

- Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room,

pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them.

- o Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated. Such behaviour is automatically considered cyberbullying if it happens once.
- o Students are encouraged to report an incident or any communication that constitutes cyberbullying to the school or any member of staff.
- o The school will take any report of cyberbullying seriously and will investigate credible reports immediately.
- o Students who make a report are requested to preserve evidence of cyberbullying, e.g. a screenshot or a copy of an email, text message, picture or any other electronic form.
- o Staff will take appropriate action and will bring it to the attention of the principal immediately when students report an incident of cyberbullying.
- o Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.
- o Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

Sanctions
- Misuse of the Internet, including bullying or discrediting others, may result in disciplinary action, including written warnings, withdrawal of internet access privileges and/or other privileges, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Roles and Responsibilities:

It is the responsibility of the Principal, staff, parents and pupils to carefully follow the guidelines outlined in this policy

Implementation: This policy will be implemented following ratification by the Board of Management and communication with the Parents' Association.

Ratified by the Board of Management: 1st December 2020

Signed: Ciarán McCormack

_____

Chairperson of the Board of Management

Date: 1st December 2020

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APPENDIX A:

Stop Cyber Bullying- Tips for Parents & Children

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Tips for Parents: Remind Your Child To:

1. **Keep It Private**
   - Don't share personal information like your email address or date of birth
   - Turn ON privacy settings to protect your stuff
   - Don't add people you do not know
   - Turn OFF location sharing
   - If you wouldn't share with a stranger on the street, don't share it publically online

2. **Keep it Positive**
   - Think about how much information you are sharing online
   - A comment that you leave on someone's page or what you post when out with friends, may not give the best impression of you

3. **Keep it Real**
   - If you wouldn't say it to someone's face, don't say it online
   - Be the same person online as you would be in real life
   - Beware of fake profiles. Other people may not be who they say they are

4. **Keep it Healthy**
   - Find a healthy balance with screen time. The internet is designed to be addictive
   - Avoid gaming or any screen time for at least an hour before bedtime
   - The number of 'likes' you get does not define you as a person

5. **Keep Talking to Me**
   - You can always talk to me if you are worried or uncomfortable about anything online
   - Tell me about what you like online and what you don't like
   - Sometimes you won't know the best thing to do. Don't simply react – talk it over first with an adult you trust

Tips for Children:

1. **Don't Reply:**
   - You should never reply to messages that harass or annoy you. The bully wants you to know that they have upset you.
   - Don't open messages from people you don't know.
2. **Keep the Messages:**
   - Do not delete messages from cyber bullies. You don't have to read it, but keep it.
3. Block the Sender:
   - You do not need to put up with someone being nasty to you.
4. Report Problems:
   - Do not keep these nasty messages to yourself! Report the problem to an adult you trust immediately

St. Marnock's NS Rules for Responsible Internet Use

These rules will help keep us safe and help us be fair to others.

Using the ICT Equipment:
1. I will not access other people's files
2. I will not use memory sticks, cameras, tablets, desktops, laptops and mobile phones without the permission of the teacher
3. I will treat all of the computer equipment with respect.

Using the Internet:
1. The use of the Internet is for educational purposes only
2. I will not use the Internet, unless given permission by a teacher
3. I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
4. I understand that the school may check my computer files and may monitor the Internet sites I visit
5. I will not complete and send forms without permission from my teacher;
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites;
7. I will not upload or download non-approved material.

Using e-mail:
1. I will ask permission from a teacher before checking the e-mail
2. I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself
3. I understand that e-mail messages I receive or send may be read by others
4. The messages I send will be polite and responsible
5. I will only e-mail people I know, or my teacher has approved
6. I will only send an e-mail when it has been checked by a teacher
7. I will not give my full name, my home address or telephone number or that of anyone else
8. I will not send or open attachments without the permission of the teacher

I understand that failure to comply with the rules will mean withdrawal of Internet privileges.

Signed: _____

Class:_____   Date:_____

Appendix C:

St. Marnock's N.S. Internet Access Permission Form

Dear Parents/Guardians,

As part of the school's ICT programme we offer all pupils supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance the learning experience. **For children in the senior classes this means researching information and locating material. For children in the junior end of the school they will use the internet to access educational websites that reinforce the work being done in the classroom.**

Children will be supervised at all times while using computers/Chromebooks/tablets and while accessing the Internet. Children are not allowed access to the Internet without supervision. All staff involved in supervising children, while accessing the Internet, will be familiar with the School Acceptable Use Policy and will be aware of its importance.

While St. Marnock's N.S. takes active steps to promote safe use of the Internet, and has taken measures to ensure that suitable restrictions are in place on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Pupils will be given the opportunity to publish projects, art work or school work on the school website, www.stmarnocksns.ie. Occasionally photographs of children will be used on the website. All efforts will be made to ensure that there is no content published that compromises the safety of pupils and staff.

Parental permission must be given before your child is allowed access to the Internet and to have their work or photograph published on the website.

Please sign the form and return it to the school.

Yours sincerely,

_____
Sinéad Trimble,
Principal

I, the parent/guardian of_____, give permission for my child/children to have access to the Internet in St. Marnock's N.S.

Signed:_____   Date: _____

I, the parent/guardian of_____, give permission for my child/children to have their work/photograph published on the school website.

Signed:_____   Date: _____