Robertson NS Stranorlar, Acceptable Use Policy (AUP) agreed 27 May 2019

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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The Board of Management will review the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Our School's Strategy

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their lives, they are "growing up digitally" with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

Security Measures

- Internet use by children in school will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the NCTE working closely with the Department of Education and Science and are coordinated and supported by the NCTE Service Desk which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. www.webwise.ie)
- 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 memory sticks or other digital storage media in school requires a teacher's permission.

- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will observe good "netiquette" (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

Use of the Internet

- Students will use the Internet (under supervision) in school for educational purposes only (apart from Golden Time).
- In the event of a child accidently accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the Principal.
- Appropriate websites will be shared between teachers.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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.

iPads/Laptops

- Students should only access apps which have been downloaded by the co-ordinator. New apps will only be downloaded by the co-ordinator.
- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers' permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidently accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Email

- Students may use approved email accounts under supervision by or with permission from the class teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Children are not allowed to access their own email accounts in school.
- 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.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

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 recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Students should use trusted sources when conducting research via the Internet.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – and can sometimes can be shared and spread in ways you never intended.

Legislation

Information is available on the Internet on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

School Website/Facebook

- Pupils will be given the opportunity to publish work on the school website and teachers may publish examples of pupils work on the school Facebook account.
- Digital photographs of individual pupils will not be published on the school website or Twitter accounts. Photographs will focus on groups rather than individuals.
- Personal pupil's information (name, address etc.) will be omitted from the school web pages.
- Pupils will continue to own copyright on any work published. The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.

Personal Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- All personal devices are to be turned off during school hours.

Staff

- The Internet is available for Staff for personal and professional use. Personal use of the Internet should not occur during class time.

Support Structures

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- From time to time parents will receive information and advice regarding Internet safety in the home.

Sanctions

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely foolproof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- All of these sanctions are in line with our school's discipline policy.

The AUP Policy for Robertson NS, Stranorlar was reviewed and ratified by the Board of Management on Monday 27th May 2019

It will be reviewed again as required.

Tips for Parents

- ✓ It is very important that you listen to your child when they come to you with an issue relating to bullying.

- ✓ Encourage your child to be careful about disclosing personal information. Being conscious of when and where it is all right to reveal personal information is vital. A simple rule could be that the child should not give out name number or picture without your approval. Never give out personal information (PIN) etc. online everyone is a stranger. Don't talk to or accept anything from strangers.

- ✓ Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives. The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents.

- ✓ Know your child's net use. To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.

- ✓ Encourage good Netiquette Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters) not harassing others or provoking fights online. You should not read other's email or copy protected material.

- ✓ Some Tips for Young People.

- ✓ Do trust your instincts. If it doesn't look or feel right it probably isn't. If you find something online that you don't like or makes you feel uncomfortable, turn off the computer and tell an adult.

- ✓ Do not keep this to yourself! You are NOT alone! Tell an adult you know and trust!

- ✓ Do not delete messages from cyber bullies. You don't have to read it, but keep it, it is your evidence.

- ✓ Don't send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a "Flame" (angry) to someone else. Once you've sent a message, it is very hard to undo the damage.

- ✓ Don't open messages from people you don't know.

- ✓ Don't reply to messages from cyber bullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they've got you worried and upset. They are trying to mess with your mind and control you, to put fear into you. Don't give them that pleasure.

What to do if you are cyber bullied.

- Tell your parents or a trusted adult.

- Do not retaliate – this will only feed into the cyber bully and could make other people think you are part of the problem.

- Try to ignore the cyber bully.

- Block the bully from your site.

- Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.

- Show or give the record of bullying messages to your parents.

If the cyber bullying persists or gets worse, your parent or trusted adult can:

- File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website's home page for reporting concerns.

- Contact the Gardaí if the cyber bullying contains any threats.

Rules for Responsible use of the Internet

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

1. I will not access other people's files;

2. I will not use CD-ROMs, memory sticks, cameras, iPads, laptops, mobile phones or MP3 players 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 (apart from Golden Time);

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: _____

Dear Parents/Guardians,

Re: Internet Permission Form

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, locating material and communicating with children in other schools, both at home and abroad. 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.

In order to protect your child, the school has installed "Level 4 Fortiguard Filtering Software, provided by the National Centre for Technology in Education (NCTE) which restricts access to inappropriate material and blocks websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore Websites, Blogs and Apps such as MySpace, Snapchat and Facebook are not accessible within the school. Children will be supervised at all times while using computers 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 Robertson 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/Facebook. Occasionally photographs of children will be used on the website. Only first names will be used to identify children, and 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/Facebook.

Please sign the form and return it to the school.

Yours sincerely,

Brian Bovaird,

Principal

Robertson N.S., Stranorlar Internet Access
Permission/non permission Form

I/We, the parents/guardians of _____, give permission for my/our child/children to have access to the Internet in Robertson N.S.

Signed: _____   Date: _____

I/We, the parents/guardians of _____, give permission for my/our child/children to have their work/photograph published on the school website.

Signed: _____   Date: _____

I/We, the parents/guardians of _____, give permission for my/our child/children to have their work/photograph published on Facebook.

Signed: _____   Date: _____

_____

I/We, the parents/guardians of _____, **DO NOT** give permission for my/our child/children to have access to the Internet in Robertson N.S.

Signed: _____   Date: _____

I/We, the parents/guardians of _____, **DO NOT** give permission for my/our child/children to have their work/photograph published on the school website.

Signed: _____   Date: _____

I/We, the parents/guardians of _____, **DO NOT** give permission for my/our child/children to have their work/photograph published on Facebook.

Signed: _____   Date: _____