

Réalt Na Mara National School

Dunmore East, County Waterford



Internet Acceptable Usage Policy (AUP)

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Réalt na Mara National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy
2. Education
3. Filtering/Monitoring

Acceptable Use Policy

It is envisioned that school and parents' representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that parents/guardians accept the terms of the AUP unless the school is specifically notified.

Education

Réalt na Mara National School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

A Cyber Safety Fortnight in January will focus on how to become 'Internet Wise' whilst promoting good 'Netiquette'. Each lesson will be age appropriate and reviewed regularly

as technology advance at a very fast rate. Our Cyber Safety Learning Objectives for each class grouping can be found in Appendix A.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the ‘Kids’ section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Parental Awareness

The school, in collaboration with our Parents Association, will provide internet safety and cyber bullying talks for parents and guardians to all parents of the school.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils’ internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of external storage devices in school requires a teacher’s permission

12. Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. ‘YouTube’ (and similar sites) can be accessed only under the supervision and direction of the teacher.
14. Cyber bullying of any type is strictly forbidden in Réalt na Mara National School.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Social Media

Students are not permitted to use social media of any kind in school.

School Website

Designated teachers will manage the publication of material on the school website. Ciara McSweeney and Máire Herterich are designated in our school to manage publication of all materials to our website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Distance Learning

When students are partaking in distance learning it is important that certain guidelines are met.

1. All school rules apply to the online classroom.
2. Photographs, screenshots or recording of the screen is prohibited.
3. Staff, families and pupils are expected to behave in an appropriate, safe and respectful manner online.
4. It is the duty of parents/guardians to supervise children while they are working online to ensure any content they are submitting is appropriate.
5. Staff members can communicate with pupils and their families through their school email account or through Aladdin.
6. Students and staff will only communicate using tools that have been approved by the school and of which parents have been notified
7. For security reasons, passwords will be provided to families, where applicable.

Guidelines for staff:

- Staff members will communicate with pupils and families during the hours of 9:00am- 3:00pm, where possible.
- Staff members will have high expectations regarding pupil behaviour as they would in the classroom.
- Staff members will report any concerns relating to online behaviour or interactions to school management.
- Staff will check consent has been given before setting up new profiles for online apps or learning websites.

Guidelines for pupils:

- Submit work and pictures that are appropriate- have it looked over by an adult before sending.
- Always have kind, appropriate and friendly interactions with others.

Guidelines for parents and guardians

- It is the responsibility of parents and guardians to ensure pupils are supervised while they work online.
- Check over work that is being sent to teachers and the school.
- Continue to revise online safety measures with pupils.

Filtering/Monitoring

Filtering

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the preferences link on any Google page. Unfortunately, it is also easily removed.

Réalt na Mara National School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

Windows 10 has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Réalt na Mara National School has installed firewall software.

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Related Policies

Code of Behaviour
Anti-bullying Policy
Social, Personal and Health Education Policy

Appendices

Appendix A- Cyber Safety Learning Objectives
Appendix B-Letter to Parents
Appendix C-Responsible Internet Use Pupil Undertaking Form
Appendix D-Internet Permission Form/School Website Permission Form

This Acceptable Use Policy was ratified by the Board of Management on the 12/05/2022.

Signed: Michael White
Chairperson

Signed: Ciaran Mcweeney
Principal Teacher

Appendix A

Junior and Senior Infants:

<u>Learning Objectives</u>	The child will be enabled to: <ul style="list-style-type: none">• become more self-reliant and independent• identify some everyday choices made by himself/herself and those that are made by others• realise how other people can persuade him/her to engage in unsafe behaviour
Resources	Smartie the Penguin (found online), Time to Chat Questions

First and Second Class

<u>Learning Objectives</u>	The child will be enabled to: <ul style="list-style-type: none">• realise that being involved in decision making demands more personal responsibility• explore how other people can persuade him/her to engage in unsafe behaviour and how this may be counteracted• become aware of and learn about the different ways in which information can be communicated
Resources	Digiduck online, worksheet , Poster, Cartoon Lee and Kim's Animal Adventure, worksheet dot-to-dot, 'ProudPig's party'. Online story 'Digiduck's Famous Friend', worksheet-storyboard

Third and Fourth Class

<u>Learning Objectives:</u>	The child will be enabled to: <ul style="list-style-type: none">• become increasingly responsible and autonomous• become more confident in coping with change and with situations that are unfamiliar• begin to realise that as independence increases, responsibility for personal safety increases, and that a strategy for keeping safe with people has to be developed and adhered to by each individual• identify people, places and situations that may threaten personal safety• become aware of and think about choices and decisions that he/she makes every day• explore the different ways in which information can be transmitted and learn to be discerning and selective about this information, with particular regard to language, behaviour, authenticity and attitudes• discuss and explore television, radio, videos, computer games, the internet (worldwide web and e-mail) and other media
Resources	Poster, find the Kara and Winston adventure here- https://www.childnet.com/resources/the-adventures-of-kara-winston-and-the-smart-crew/chapter1

Fifth and Sixth Class

Learning Objectives	The child will be enabled to: <ul style="list-style-type: none">• become more independent and autonomous• take increasing personal responsibility for himself/herself• begin to realise that as independence increases, responsibility for personal safety increases, and that a strategy for keeping safe with people has to be developed and adhered to by each individual• identify people, places and situations that may threaten personal safety• practise and recognise the importance of care and consideration, courtesy and good manners with others• explore and discuss how individuals can deal with being bullied, knowing that others are being bullied and being a bully• discuss and explore television, radio, videos, computer games, the internet (worldwide web and e-mail) and other media
<u>Resources</u>	Webwise animation, Vicky's Party, available at www.webwise.ie/vickysparty Worksheet 2.1: What can you say?

Réalt Na Mara National School

Dunmore East, County Waterford



Appendix B

Insert Date

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason, we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Acceptable Usage Policy and sign the attached document.

There is also a document for pupils to sign. Please discuss this document with your child(ren) to ensure that they clearly understand the school rules with regard to Internet usage.

Le gach dea ghuí,

Principal

Réalt Na Mara National School

Dunmore East, County Waterford



Appendix C Responsible Internet Use

Pupil Undertaking

We use the School computers and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil(s)

Signed: _____ Parent/Guardian

Date : _____

Réalt Na Mara National School
Dunmore East, County Waterford



Appendix D

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for _____ (Child's Name) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

.....
School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

