



Internet Acceptable Use Policy

Address	Sean Ross Abbey Roscrea Co. Tipperary E53YC04
Telephone	050521002
Email	info@stannesroscrea.ie
Website	https://www.stannesroscrea.ie

Contents

1. General Approach
2. Content Filtering
3. Web Browsing and Downloading
4. Email and Messaging
5. Social Media
6. Personal Devices
7. Images & Video
8. Cyberbullying
9. School Websites
10. Distance Learning
11. Permission Form

General Approach

St Anne's School recognises that access to Information and Communication Technology (ICT) gives our pupils enhanced opportunities to learn, engage, communicate and develop skills. To that end, we provide access to ICT for student use. The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St Anne's School .

It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Anne's School.

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

St Anne's School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St Anne's School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. **It is vital that all parents and guardians monitor their own child's internet usage at home and ensure that their children are respectful and aware of the risks involved.**

St Anne's School implements the following strategies on promoting safer use of the internet :

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in St Anne's School through our class teachers
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Pupils will be supervised by class staff at all times when accessing the internet or using communication devices such as iPads, Big Mack's etc.

This policy and its implementation will be reviewed annually by the Board of Management, teaching staff, support staff and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using logs of reported incidents.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the teaching staff

Content Filtering

St Anne's School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher. Ongoing classroom supervision will be adhered to.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils will use the school's internet connection only for educational purposes.

- Use of file sharing sites SharePoint and OneDrive is allowed for teaching staff
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission

Email and Messaging

- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Teaching staff allocated Microsoft Outlook email addresses
- Aladdin messaging service available to all staff
- Personal staff emails are not to be used for school purposes

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not use school email accounts or personal emails.

Pupils 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Anne's School :

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in St Anne's 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 St Anne's School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St Anne's School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring St Anne's School into disrepute.

Staff and pupils must not represent their personal views as those of being St Anne's School on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St Anne's School :

- Pupils are not allowed to bring personal internet-enabled devices into St Anne's School.
- Teaching staff may use personal devices to access school based or related communication platforms eg. Aladdin
- Teaching staff may photograph pupils on personal devices for the purpose of recording assessment. These photos must be uploaded to the School based Microsoft 365 before the end of the school day, and the photos then deleted from the personal device.
- Mobile devices should not be used for personal reasons during school hours, excluding break times

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At St Anne's School pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained on enrolment to allow publication of photographs of pupils on the school website.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Videos or photographs taken by teachers may not be shared with others outside the school community, with the exception of the school website

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils 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 the school's Code of Behaviour and Anti-Bullying Policies.

School Website

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

The publication of student work will be coordinated by a teacher.

St Anne's School will use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on St Anne's School web pages.

The St Anne's School will not publish the last name of pupils in video or photograph captions published online.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers may use a range of online platforms, including Microsoft Teams, Zoom, Seesaw, Padlet, Class Dojo and other platforms approved by the Principal, to assist with distance teaching and learning

Meeting or classes may only be recorded in exceptional circumstances by the class teacher. Permission must be sought from the school Principal or Deputy Principal

Videos or work prepared by teachers for pupils' online classes may not be shared with others outside the school community.

If teachers or SNAs are using Zoom, parents/carers email addresses will be used for children to access lessons or meetings.

Parents/Carers must sign a consent form for their children to engage with teachers and SNAs using online platforms.

Parents/Carers must agree to monitor their child's participation in any such lessons and to be in the room with the child for any one-to-one meetings or classes.

Staff, parents/carers and pupils should be mindful of school hours and not contact each other on these platforms where possible outside of these hours.

Permission Form

Student Name: _____

Parent/Carer : _____

Date: _____

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

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

Parent/Carer Signature: _____