**Acceptable Usage Policy for Internet Use**

Anglesboro National School

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.  It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

**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**

* Internet sessions will always be supervised by a teacher.
* Filtering software from the NCTE are used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety.
* 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 memory sticks and other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

**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 inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only during class time.  All web sites will be vetted by the class teacher.
* 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.

**Email / Internet Chat**

* Students will use approved class email accounts under supervision by or permission from a teacher.
* Students will not send or receive any material that is illegal, obscene, 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 note that sending and receiving email attachments is subject to permission from their teacher.
* Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

**Web 2.0**

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Some social media services (Facebook) are being used by the school to communicate with parents. For example, any content on the school’s Facebook account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately.  We would ask:

* Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
* Please do not “tag” photographs or any other content which would identify any children in the school.
* Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
* Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
* Please do not add advertisements to our wall without prior permission of the principal.
* Failure to keep the above rules will result in a permanent ban to our social media accounts.

**School Website**

Please note that the following points apply to the school’s web site and social media profiles

* Pupils will be given the opportunity to publish projects, artwork or school work on the website in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s 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 a teacher.
* Pupils’ work will appear in an educational context on Web pages
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.

**School Facebook Page**

The purpose of maintaining an online presence on Facebook is to keep the school community up to date with what is happening in the school. The school Facebook page allows the school to feed information, news and notices directly into the personal news feeds of parents and the wider school community. To ensure the page is a positive reflection of the great things happening at our school, we ask you to respect our Facebook Terms of Use.

NOTE: Facebook lists a minimum age requirement of 13 and all parents are reminded that children under the age of 13 should not be on Facebook. We encourage parents to show the school page to their children through their own accounts.

**Terms of Use:**

* The page is a public page.
* Facebook users who have ‘Liked’ our page are able to comment on the school’s posts and events, and on comments by other users. Users are not able to author a post or load media.
* Users’ comments will be screened and approved before publication.
* The page administrators reserve the right to remove any content which is deemed to be in breach of the Terms of Use.
* We encourage you to provide positive feedback and comments. However, we ask that you be respectful and contribute in a positive and constructive manner.
* The school will not respond directly to requests or messages on Facebook. All queries/feedback are welcomed via the school office.
* Users should not mention individual staff members or pupils on the school Facebook page.
* For security reasons, users should not tag photographs of children on the page or add comments that identify children.
* Users should not advertise products or services on our school Facebook page.

The sanction for any user breaking any of the above rules is an automatic and permanent ban

**Mobile Phones and Electronic Devices**

Pupils are not permitted to have mobile or electronic devices on the school premises or during out-of-school or extracurricular activities.

**Recording of Images & Video**

Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school. Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher. Pupils must not take, use, share, publish or distribute images of any member of Anglesboro NS community except with the permission of the teacher and member of the school community.

**Cyberbullying:**

Anglesboro NS adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of bullying 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 cyberbullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Anglesboro NS Anti-Bullying Policy.

* Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school
* Awareness of and the prevention of cyber bullying is an integral part of Anglesboro NS Anti-Bullying policy.
* Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

**ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS’ ASSOCIATION**

* Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
* Parents/Guardians must not take, use, share, publish or distribute images of any member of Anglesboro NS community without their expressed permission.
* Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Anglesboro NS into disrepute.
* Parents/Guardians must not represent their own personal views as those of being of Anglesboro NS on any social medium
* Parents/Guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.
* IMPORTANT NOTE : Parents/Guardians are expected to take responsibility for their child’s use of ICT and electronic devices ( including mobile phones) and should monitor their child/ren’s online behaviour outside of school.
* ***School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment.***
* However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.
* Anglesboro NS will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.

**PARENTS’ ASSOCIATION: Acceptable Use Policy for PA Social Media Communications**

The Parents’ Association communicates with parents using a variety of methods including social media. The Parents’ Association currently host a PA Facebook page. The purpose of the Anglesboro NS PA FACEBOOK is to

* communicate with and promote specific PA activities and events/ meetings etc to the parent body.
* All content posted by the PA must abide by copyright, child protection legislation, privacy and data protection law.
* The PA will not use the PA Facebook page or groups to express personal opinions or create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.

The Board of Management reserves the right to monitor the online activity on these accounts with a designated staff member.

The PA Social Media and Mailing Lists will adhere to the following guidelines:

* The PA will not advertise products or services on Anglesboro NS PA Facebook unless prior

approval of the BOM has been sought.

* The PA will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
* The PA must not accept pupils as users or links on the PA Facebook page.

**ACCEPTABLE USE POLICY FOR SCHOOL STAFF & AUTHORIZED VISITORS/OUTSIDE AGENCIES**

* Teachers must always supervise access to the Internet by pupils in Anglesboro NS and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the webpage must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.
* Staff will ensure that school WiFi, and network administrator passwords are not disclosed to pupils or non-staff members.
* Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.
* Staff or authorised school visitors/agencies are not permitted to alter the school broadband filtering preferences in any form or manner.
* Staff members may access the internet for personal purposes outside of pupil-staff contact time only. We insist staff members do not get distracted from their work / duty of care to pupils by logging in to their social media accounts.
* All teaching practice and placement students must adhere to Anglesboro NS Acceptable Use policy.

**STAFF School Laptops / Ipads / Printers**

* Teachers have been provided with Laptops and are expected to treat same with due care.
* Teachers will not load private sensitive data on these laptops and will ensure the laptop is available to substitute teachers during periods of absence.
* Staff have password linked accounts on the school photocopier .We ask all staff to respect the costs associated with same and to copy only necessary material. Also we ask that staff would only use black and white unless colour copying is deemed essential.
* Each class is rostered to use school Ipads weekly and will ensure usage is for planned educational purposes.
* 6th class pupils are delegated to distribute and collect Ipads (6th class will not be responsible for iPads while Covid-19 is still prevalent). Class teachers will ensure this task is done with due care. 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. 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.

**STAFF Social Media**

* Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.
* School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of Anglesboro NS school community on any form of social media sites etc.
* Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Anglesboro NS into disrepute.
* Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Anglesboro NS on any social medium.
* All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)
* Staff authorised school visitors/agencies will adhere to the school guidelines on the use of personal Mobile Phones & Electronic Devices during the school day.

**Distance Learning**

* In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw, Webex, Zoom or other platforms approved by the school as platforms to assist with remote teaching where necessary.
* The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.
* In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child’s access to and use of the platform.
* The Learning Support teacher will also be made an Admin to each classroom account for Child Protection reasons as well as to provide extra assistance to children they support in school.
* In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
* In the case of Webex or Zoom class meetings, parents must be present in the background.
* Parents/Guardians must also monitor their child’s participation in any such communications conducted on the Online Platforms.
* Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
* Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
* Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
* Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
* Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.
* Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
* Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted.

**Personal Devices**

Please see mobile device policy for further information.

**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.

**Sanctions**

Misuse of the Internet may 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.

**Webwise Internet Tips for Parents**

• Discover the internet together
• Agree rules with your child for internet use
• Encourage your child to be careful in disclosing personal information,
• Talk about the risks involved in meeting online friends
• Teach your child about ‘source criticism’ on the internet (not all info is correct)
• Report illegal information to authorities
• Encourage respect for others.
• Know your child’s internet use.
• Remember that the positives outweigh the negatives

**Roles and Responsibilities**.

The BOM has responsibility for ratification of this AUP and for the provision of funding for additional resources.

Teachers are responsible in ensuring that their pupils are instructed in appropriate use of IT within the school.