**Acceptable Use Policy (AUP)**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy was formulated through discussion with the Principal, staff, pupils, parents and Board of Management.

**Parents/students are asked to read the AUP carefully to ensure that the conditions of use are accepted and understood.**

* **Pupils must sign and return the consent slip on Appendix A re: Rules for Responsible Internet Use.**
* **Parents are required to sign and return the consent slip on Appendix B re: Internet Access Permission Form**

**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.
* Level 4 “Fortiguard Filtering Software” provided by the National Centre for Technology in Education (NCTE) is used through the school in order to minimise the risk of exposure to inappropriate material. This level is currently used by the majority of schools in Ireland. It allows access to millions of websites including interactive educational games and 'YouTube', while also blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore, Websites, Blogs and Apps such as Snapchat and Facebook are not accessible within the school. The school and teachers will regularly monitor pupils’ Internet usage.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* 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 Glenbeg NS 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.

**Distance Learning:**

In circumstances where teaching cannot be conducted on the school premises, teachers may use online platforms approved by the Principal such as Seesaw and Zoom to assist with remote teaching where necessary.

* The school has signed up to the terms of service of the Online Platforms (Seesaw and Zoom) 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.
* In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
* In the case of Zoom, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc.
* Parents/Guardians must also agree to monitor their child’s participation in any such communications conducted on the Online Platforms.
* Parents/Guardians must agree to ensure their child’s behaviour adheres to the Glenbeg NS Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology and other relevant policies.
* 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.

**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 AUP.
* 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, 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 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.

**School Website –** [**www.glenbegnationalschool.ie**](http://www.glenbegnationalschool.ie)

**School Twitter - @GlenbegSchool**

* Pupils work eg projects, artwork or school work may be published on the school website/Twitter page from time to time.
* The website/Twitter page 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.
* Permission has been sought from parents re the use of photographs, audio or video clips focusing on school activities to be uploaded on the school website/Twitter page.
* Personal pupil information including home address and contact details will be omitted from the school website/Twitter page.
* The school website/Twitter page will avoid publishing the names of individuals in photographs.
* The school will ensure that the image files are appropriately named.
* Please see the school Twitter Policy for further information

**Mobile Phones/Electronic Devices:**

With effect from September 1st 2020, pupils are prohibited from bringing mobile phones or other electronic devices such as smartwatches, tablets to school. In the event that a phone or electronic device is brought to school it will immediately be brought to the office and parents/guardians will be notified by phonecall. The phone/electronic device can only be retrieved by the parent/guardian of the child. Children are not allowed bring personal devices on school tours or to other out of school events.

**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 Acts 1988 – 2018
* EU General Data Personal Regulation GDPR
* 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.
* 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.
* Please see the school’s Anti-Cyber Bullying Policy for further information.

**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.

This policy was reviewed and updated in September 2020 and will continue to be reviewed on a regular basis or when a need arises.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

**Rules for Responsible Internet Use – Pupil Undertaking**

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

Please ensure your child/children:

* Read(s) the below rules
* Sign(s) their name
* Return signed slip to school

**Using the laptops/ipads:**

1. I will not access other people's files;
2. I will not use memory sticks, cameras, iPads, laptops etc 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.

1. I understand that the school may check my computer files and may monitor the

Internet sites I visit.

1. I will not complete and send forms without permission from my teacher.
2. I will not give my full name, my home address or telephone number when completing forms or while visiting websites.
3. 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.

1. I understand that e-mail messages I receive or send may be read by others.
2. The messages I send will be polite and responsible.
3. I will only e-mail people I know, or my teacher has approved.
4. I will only send an e-mail when it has been checked by a teacher.
5. I will not give my full name, my home address or telephone number or that of

anyone else.

1. I will not send or open attachments without the permission of the teacher.
2. I understand that failure to comply with the rules will mean withdrawal of Internet privileges.

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Pupil Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

Pupil Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

Pupil Signature 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

Pupil Signature 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Internet Use Permission Form**

Name of Pupil(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above child/children, I have read the Acceptable Usage Policy and grant permission for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name(s): son/daughter)

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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Website/Twitter**

I understand that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the school’s website/Twitter page. 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/Twitter page.

**Signature**: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/Legal Guardians

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_