



8.1 Internet Safety & Acceptable Use Policy (AUP)

This document outlines the school's policy on permitted usage of the Internet. The policy applies to all Internet and device users in Scoil Choilm CNS and all methods of Internet access, including computer equipment, Smart Phones, iPhones, iPads, etc.

It is Scoil Choilm's policy to encourage the use of the Internet, email and other facilities as they emerge for the purposes of education. The Internet can be a useful source of information. However, it also contains much that is inappropriate and offensive. Access to the Internet is authorised through the school/ETB's network administrator.

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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and Code of Behaviour – will be imposed.

It is envisaged that the school will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It will be signed by each child and their parents at the beginning of each academic year.

This version of the AUP was ratified on 1st September 2010 and was reviewed in May 2023 by the ICT Co-ordinator & Principal.

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 and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students, teachers and parents will be provided with training during Internet Safety Week on the safe usage of IT.
- Uploading and downloading of non-approved software is not permitted on either school devices or personal assistive technology devices
- All devices will remain in school. Children are not permitted to use personal devices from home in school.
- Virus protection software will be used and updated on a regular basis.

Scoil Choilm Community National School

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- The use of personal email, CD-ROMs, USB devices or other digital storage media is not permitted in Scoil Choilm CNS.
- Students will treat others with respect at all times and will not undertake any actions that may bring themselves, others or the school into disrepute.

School Internet Usage

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Any student who accidentally accesses inappropriate materials must report this immediately to a teacher or staff member.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information such as personal address, email address or telephone number whilst using the internet.
- 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 by the school and DDLETB.
- Students who bring their phones to school to contact their parents after school, must leave their phone in their bag throughout the day and it must be switched off. Thus, students can never access the internet whilst in school on their mobile phone.
- Students are never permitted to connect to the school WIFI on any device.

Email

- Students may 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, and defamatory or that is intended to annoy or intimidate another person either in school or to members of the school community outside of school. The school considers such behaviour as cyber bullying and infringes of this nature will be dealt with under our Code of Behaviour.
- 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.



iPads - school-owned or personal assistive technology tablets:

- From time to time, pupils will be given the opportunity to use iPads throughout lessons.
- Children will only be permitted to use apps and websites recommended by the teacher.
- When using iPads, children must obey internet safety rules listed above.
- Children are not permitted to use the camera tool unless directly instructed to by their teacher.
- Children are not permitted to take assistive technology tablets home from school. Similarly, children are not permitted to take tablets that are used at home, into school.

HP ProBooks or personal assistive technology laptops:

- From time to time, pupils will be given the opportunity to use ProBooks throughout lessons.
- Children will only be permitted to use apps and websites recommended by the teacher.
- When using ProBooks, children must obey internet safety rules listed above.
- Children are not permitted to use the camera tool unless directly instructed to by their teacher.
- Children are not permitted to take assistive technology laptops home from school. Similarly, children are not permitted to take laptops that are used at home, into school.

Communication Devices:

- On occasion, a child who is pre-verbal may receive a specific recommendation from a speech and language therapist for an essential communication device. At times, it is recommended that this device is used at both home and school. The steps outlined below must be followed and adhered to in order to ensure the safety of all children in our school.
 - When a child who is pre-verbal, receives a communication device a meeting will take place between class teacher, SSP Teacher, SNA and Speech and Language Therapist to provide training on device usage.
 - Following this, a meeting will take place between class teacher and parents to outline expectations in relation to device usage.
 - TD Snap is the only app that is permitted on the communication device.
 - The communication device will only be used for communication purposes, the safari app, camera app and all other pre-downloaded apps are not to be used on the device.
- Failure to comply with these steps is in breach of our acceptable use policy, and will result in a review of the device usage.

Damage to Devices



As outlined in our Code of Behaviour, damage to school devices will result in parents covering the expense of a device. Damage to personal assistive technology devices while in school, is not the responsibility of the school.

Online Learning

DDLETB have authorised the use of specific VLEs (Virtual Learning Environments) for Scoil Choilm CNS namely, Seesaw and Microsoft 365 – Teams. The Seesaw app and MS Teams are used as a link between home and school – no other platforms will be used to communicate with the children

- Parents are asked to give permission to their children to use MS Teams and Seesaw at home by downloading the app and allowing their child to log in
- All content on Seesaw or Live Class Lessons on MS Teams will be monitored by a minimum of two staff members per class
- Children will be reminded of online safety and acceptable use of the internet whilst using Seesaw/Teams at home and in school
- Children may engage on Teams calls amongst different classes online in Scoil Choilm CNS and also with external agencies.
- Resources made for Seesaw should not be shared on any other online platforms they are for the DDLETB community only

The rules communicated to parents/guardians and children for Live Lessons on MS Teams are as follows:

- Students must type in their first name and room number when logging on or they will not be allowed to access e.g. James 1S
- Students must turn their camera on – to verify their identity
- Revision of the class rules with children at the start of each session





School Website and Blog & Educational Websites

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear procedures and approval processes regarding the content that can be loaded to the school's website
- The school website and blog 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 with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- 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.
- Pupils will continue to own the copyright on any work published.

Personal Devices (excluding assistive technology)

Pupils using their own personal technology in school, such as leaving a mobile phone turned on or using it in class, using Smartwatches, sending unauthorised and nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy. As a result, mobile phones, smartwatches or other devices will be confiscated by the school until such time as the child's parent/guardian arranges to come in for a meeting with the child's class teacher and the principal. Arrangements will then be made in relation to the collection of the device. Sanctions for the misuse of personal devices may apply in accordance with the school's Code of Behaviour.

Social Media

We recommend that children in primary school do not have access to any form of social media or have an account for any social media sites. The school would like to make you aware of the following age restrictions for social media accounts:



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 (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- General Data Protection Regulations 2018

Support Structures

The school will inform students and parents of key support structures and organisations should they inadvertently access illegal material or come into contact with harmful use of the Internet.

Internet Safety Week

In Scoil Choilm CNS, we hold an Internet Safety Week each year to inform parents and pupils of the possible uses and potential dangers of the internet. We advise parents to monitor their children when using the internet and alert them to the age restrictions for each social media site including Instagram, Snapchat and Facebook.

Sanctions

Misuse of the Internet will result in disciplinary action in accordance with our Code of Behaviour policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review/Ratification/Communication

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This policy was ratified and communicated in September 2010. It was revised in May 2022. It will be reviewed again in June 2022 and amended if necessary.

Signed: *Laura Maher* Date: **23rd May 2022**

Principal (Ms. Laura Maher)

Signed: *John Walsh* Date: **23rd May 2022**

Chairperson of BOM (Mr. John Walsh)

Last date reviewed: 23rd May 2022

Next review date: June 2024



Appendix 1

This section must be returned to your child's class teacher.

Permission Form – Acceptable Use Policy 2022-2023

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the school.

Name of Pupil: _____

Class: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 only. 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. I understand the age restrictions associated with the various Social Media Sites.

I accept the above paragraph

(Please tick)

Signature of parent / guardian: _____

Date: _____



Appendix 2: iPad Rules

Scoil Choilm CNS - ICT Rules



RULES FOR USE

QUESTIONS

If you have any questions about iPad or Chromebook rules ask your teacher.



DOS AND DON'TS

DO

- Sanitise hands
- Use the Kiddle Search Engine
- Tidy away iPads correctly
- Count all iPads

DONT

- Have drinks on tables
- Walk around with iPads
- Have charging cables sticking out
- Classes will lose iPad/Chromebook time if they do not look after iPads & Chromebooks



