



## **Dromin National School**

### **Internet Acceptable Use Policy**

*This updated policy is subject to feedback from the school community and ratification by the Board of Management*

#### **General Approach**

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that the pupils of Dromin N.S. 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Dromin N.S. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Dromin N.S.

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.

Dromin N.S. 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 Dromin N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Dromin N.S. 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 curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Parents will be provided with the opportunity to attend information sessions/workshops on internet safety and the correct use of the internet and digital media, once every two years (if feasible, to coincide with Safer Internet Day in February)
- Dromin N.S. participates in Safer Internet Day activities to promote safer more effective use of the internet and to promote awareness of the same among the wider school community.

The implementation of this Internet Acceptable Use policy will be monitored by the principal. Should any serious online safety incidents take place, the principal should be informed.

## Content Filtering

Dromin N.S. has chosen to implement the level 4 on content filtering on the Schools Broadband Network. 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.

- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils and staff 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.
- Pupils will use the school's internet connection only for educational and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## Email and Messaging

- The use of personal email accounts is only allowed at Dromin N.S. with expressed permission from members of the teaching staff.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

## Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Dromin N.S.:

- Use of blogs such as Word Press, Tumblr etc. is allowed in Dromin N.S. with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

- 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 Dromin N.S. community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Dromin N.S. 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 Dromin N.S. into disrepute.

## Personal Devices

If permitted to use their own technology in school, pupils should follow the rules set out in this agreement, in the same way as if they were using school equipment. This use is also subject to the school BYOD (Bring your own device) policy

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Dromin N.S.:

- Pupils are only allowed to bring personal internet-enabled devices into Dromin N.S. with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

## Images & Video

- At Dromin N.S. staff, pupils and parents must not take, use, share, publish or distribute images or recordings of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is allowed, once care is taken that no harm is done to staff or pupils of Dromin N.S.
- 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.
- Permission from parents or carers to publish photographs of pupils and/or their work on the school website and/or associated digital media accounts, is received, and stored, as part of the enrolment documentation for each pupil (the Parent Permission form).

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

## 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 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.
- Measures are taken by Dromin N.S. 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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

# School Websites & associated Social Media

It is the school's policy to celebrate the work and achievements of our pupils. As a result, images, audio and/or video clips of pupils and/or their work will be published on our school website and/or associated social media.

- Usually pupils will be only pictured at a distance and in groups.
- Dromin N.S. will avoid identifying any pupils by their full name.
- The publication of student work and images will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Dromin N.S. web pages.

## Zoom and Seesaw

The School has agreed on a set of Zoom protocols that were discussed and agreed with by staff.

- Parents will be asked to email consent for use of Zoom with class by class teacher.
- By signing up to Seesaw, parents automatically agree to consent.

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