



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughartcns.ie
- 042 93 71931
- faughartcns@lmetb.ie

Internet Acceptable Use Policy

General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Faughart Community National School.

Faughart Community National School implements the following strategies on promoting safer use of the internet:

1. Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and GMGY curriculum.
2. Teachers will be provided with continuing professional development opportunities in the area of internet safety.
3. Faughart Community National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

1. Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, teachers, pupils, parents/carers, and representatives of the Board of Management in 2019. The policy was updated in October 2020 to include guidelines on the use of the internet while learning from home.

The school will monitor the impact of the policy using:

1. Logs of reported incidents.
2. Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal, Jacqui McCusker should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by principal and staff of Faughart CNS.

Content Filtering

Faughart Community National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

1. **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.



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Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

1. Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
3. Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher and principal.
4. Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
5. 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.
6. Pupils will use the school's internet connection only for educational activities.
7. 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.
8. Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
9. Use of file sharing is allowed with staff permission.
10. Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

1. All pupils will be provided with Office 365 accounts managed by LMETB. They will have access to the suite of products on Office 365, however email functionality will be turned off. However, pupils will have the ability to share files via OneDrive functions.
2. The use of personal email accounts is not allowed at Faughart Community National School.
3. Pupils should not use school accounts to register for online services such as social networking services, apps, and games.
4. Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
5. 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.
6. Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.



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Social Media

1. The following statements apply to the use of messaging, blogging and video streaming services in Faughart Community National School:
2. Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Faughart Community National School.
3. Use of blogs such as Word Press, Tumblr etc. is allowed in Faughart Community National School with express permission from teaching staff.
4. Children are not permitted to upload content to social media sites such as Youtube, Vimeo, Snapchat while on the school grounds, on school trips, and/or in school uniform.
5. 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 Faughart Community National School community.
6. Staff and pupils must not discuss personal information about pupils, staff and other members of the Faughart Community National School community on social media.
7. Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
8. Staff and pupils must not engage in activities involving social media which might bring Faughart Community National School into disrepute.
9. Staff and pupils must not represent your personal views as those of bring Faughart Community National 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 Faughart Community National School:

1. Pupils are not allowed to bring personal internet-enabled devices into Faughart Community National School.

Images & Video

1. 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.
2. At Faughart Community National School pupils must not take, use, share, publish or distribute images of others without their permission.
3. Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
4. Children are not permitted to upload content to social media sites such as Youtube, Vimeo, Snapchat while on the school grounds, on school trips, and/or in school uniform.
5. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
6. 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.



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7. 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

1. When using the internet pupils, parents and staff are expected to treat others with respect at all times.
2. 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.
3. Measures are taken by Faughart Community National School 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.
4. The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

1. Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
2. The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
3. Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
4. The publication of student work will be coordinated by a teacher.
5. Personal student information including home address and contact details will not be published on Faughart Community National School web pages.
6. The Faughart Community National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Learning from Home using the Internet

Teachers in the school may choose to use a number of online tools to facilitate pupils learning from home. Examples include Read Theory, Faughart CNS Typing Club, Khan Academy, Quizlet, Freckle, Office 365 . Microsoft Teams, part of the Office 365 suite, facilitates video conferencing whereby a staff member directly speaks to the children live. The staff member invites pupils and their families to these meetings using Office 365 calendar invitation or with a link. The following are ground rules for video lessons online.

- All meetings are password protected and pupils are invited using their office 365 account



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- All involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class, otherwise they will not be permitted to attend the online meetings.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Mis-use of Technology,

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.

Faughart Community National 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 Faughart Community National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

The school reserves the right to report any illegal activities to the appropriate authorities.

If any member of staff receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner:

- They should report the disclosure to the Designated Liaison Person (DLP) or Deputy Designated Liaison Person (DDL)P)
- The DLP or DDLP should record the disclosure in line with Child Protection guidelines and the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment.
- Tusla should be contacted for guidance. Procedures and advice from Tusla should be followed and the necessary authorities contacted, as appropriate.

By adopting this AUP, Faughart Community National School protects itself from accusations of complicity in any cyber-bullying through the provision of access to technology, the internet and media at the school. Where a disclosure of bullying is made, all schools have the duty to investigate and protect, even in circumstances the bullying originates outside the school. While incidents occurring outside Faughart CNS are not our responsibility as such, we endeavour to assist in brokering a solution between parties involved.

In the event that a Child Protection disclosure is made regarding the use of technology, the internet and/or media, the school will investigate and report the incident in line with Child Protection legislation.



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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