



Internet Acceptable Use Policy

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Sen D na CC 30/11/2023
Maith Uí Chléirigh 30/11/2023

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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 Gaelscoil na Laochra .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Gaelscoil na Laochra.

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.

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

Gaelscoil na Laochra 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.
- Gaelscoil na Laochra 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:

- Board of Management, teaching staff and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).

Should serious online safety incidents take place, Niamh Uí Chléirigh, Príomhoide na Scoile, should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Principal, Teaching Staff and Support Staff.

Content Filtering

Gaelscoil na Laochra has chosen to implement the following level on content filtering on the Schools Broadband Network:

- **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.

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

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental access of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental access of inappropriate materials in school but outside the classroom to the school principal.
- 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 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 is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts by pupils is not allowed at Gaelscoil na Laochra.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not use school email accounts or personal emails.
- 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 Gaelscoil na Laochra :

- Pupil use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Gaelscoil na Laochra.
- 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 Gaelscoil na Laochra community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Gaelscoil na Laochra 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 Gaelscoil na Laochra into disrepute.
- Staff and pupils must not represent their personal views as those of being Gaelscoil na Laochra on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statement applies to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Gaelscoil na Laochra :

- Pupils are not allowed to bring personal internet-enabled devices into Gaelscoil na Laochra.

Images & Video

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.

- At Gaelscoil na Laochra pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, Facebook page, Twitter account or Instagram account.
- 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.

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 by Gaelscoil na Laochra 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 cyberbullying is an integral part of the anti-bullying policy of our school.

School Websites

- 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- 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.
- The publication of student work will be coordinated by a teacher.
- Gaelscoil na Laochra will use only digital photographs, audio or video clips of students focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will not be published on Gaelscoil na Laochra web pages.
- Gaelscoil na Laochra will only publish a pupil's first name in video or photograph captions published online.

Distance Learning Protocols

- ✓ The principal will send a weekly email each Monday checking in with parents and pupils. In addition, a telephone call can be arranged each week.
- ✓ Class teachers will send a weekly email each Monday with an outline of their plan of work for the week. Class teachers are available to answer emails during school hours.
- ✓ Pupils upload completed work for correction on their Seesaw Student account. Teachers will respond with written or audio feedback.
- ✓ Pupils should be courteous, kind and always use appropriate language when working and communicating online.
- ✓ Gaelscoil na Laochra's Code of Discipline applies to all online learning activities.
- ✓ Any concerns/queries should be emailed to priomhoide@gaelscoilnalaochra.com.

Live Meeting Protocols

- ✓ Arrive on time for a live meeting on Zoom. Meetings will be locked 10 minutes after starting time.
- ✓ If a pupil cannot attend or has technical issues, a parent/ guardian should email the principal and the pupil's class teacher to notify them.
Where possible, please ensure that pupils participate in a live meeting under the supervision of a parent/ guardian and in an appropriate setting in the home.
- ✓ Pupils will not be able to join the meeting before the host arrives.
- ✓ Pupils enter the meeting when the host has admitted them from the "Waiting Room" on Zoom.
- ✓ Pupils' microphones will be automatically muted upon entry to the Zoom meeting. This is to ensure sound quality. Pupils can un-mute themselves to speak. Please note that the host can mute and un-mute pupils at any time during the meeting.
- ✓ Meetings will be started with participant video on. The host can turn pupils' videos off during the meeting. If the pupil's video is turned off during the meeting, the host cannot automatically restart a pupil's video. The pupil must accept their invitation to restart their video. A pupil can also choose to turn his/her video off.
- ✓ Pupils are allowed to replace their background with an appropriate virtual background image. Please note that on the bottom left-hand side of the screen, there is a drop-up menu beside the "Video" icon. Here you will see the option "Choose Virtual Background". This may or may not work effectively depending on your device. On the top right-hand corner of your screen, you can select "Gallery View" to see all participants.
- ✓ Pupils are invited to "raise their hands" if they wish to ask a question
- ✓ Pupils can use the chat feature to ask questions. The host may also share links in the chat feature with pupils. This chat feature is public and is automatically saved after the live meeting. Private chat between pupils is disabled.
- ✓ The host/ teacher may share a whiteboard during the meeting. Pupils can use annotation tools to add information to the whiteboard when asked to do so by the teacher.
- ✓ If a pupil is mis-behaving, the host can put them in the Zoom "Waiting Room". Pupils will have the option of re-joining the meeting after a specified number of

minutes. The host also has the option of removing pupils permanently from the meeting.

Permission Form

Legislation: The following legislation applies to this policy: Data Protection (Amendment) Act 2003, Child Trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 1989, The Data Protection Act 1988

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.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, 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. 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 students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the school website, Facebook page, Twitter account or Instagram account. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

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

School Name: _____ Name of Student: _____

Class/Year: _____

Student: _____