



lmetb

Bord Oideachais agus Oiliúna Lú agus na Mí
Louth and Meath Education and Training Board

**PUPIL INTERNET SAFETY
ACCEPTABLE USE POLICY (AUP)**

Ard Rí Community National School
Balreask Old,
Navan,
Co. Meath

February 2021

PURPOSE/AIM OF THIS POLICY

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.

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

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents

The implementation of this Internet Acceptable Use Policy will be monitored by principal and staff of Ard Rí CNS. The school will monitor the impact of the policy using: Logs of reported incidents, Surveys and/or questionnaires of pupils, parents, and teaching staff. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

Should serious online safety incidents take place the school principal should be informed immediately.

SCHOOL STRATEGY

The school employs strategies in order to maximise learning opportunities and reduce risks associated with the Internet. This includes the use of school ICT devices and equipment including laptops, tablets, school computers. 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 while LMETB pupils are in LMETB schools and centres. It is expected that parents/guardians have appropriate filtering software in place for pupils while working away from the school/centre
- Having Level 4 content filtering makes it safe to use Google however we will also promote the use of child friendly search engines i.e. Kidrex and Kiddle for web browsing in school.
- The school will regularly monitor pupils' Internet usage
- Pupils and teachers will be provided with training in the area of Internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis

- The use of USB keys, CD-ROMs, or other digital storage media in school requires a teacher's permission as all pupils with LMETB email addresses/accounts have access to a One Drive account through LMETB
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute or cause hurt or embarrassment to any member of the school community

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 accordance with school procedures
- Pupils will use the Internet for educational purposes only
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Pupils will never disclose or publicise personal information
- Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- Pupils 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
- Use of file sharing is allowed with staff permission

DISTANCE LEARNING

At Ard Rí Community NS we strive to have strong links between school and home. We recognise that online collaboration is essential for distance learning and online learning platforms help to provide access to a variety of online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and pupils.

During the COVID 19 pandemic there may be occasions where full school closures/partial school closures/classgroup closures occur. In these instances interactions between pupils and teachers via an online learning and teaching platform/video conferencing e.g Microsoft Teams, SEESAW etc will reflect Department of Education recommendations for the time. There may be additional applications that teachers may use, and the teacher will provide the pupils with the information required to access them.

- Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online

- It is the duty of parents to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate
- Staff members can communicate with pupils and their families through established apps (e.g. Seesaw, Aladdin)
- Any electronic forms of communication will be for educational purposes and to allow for communication with families
- No recordings/screenshots are to be taken by children or parents
- Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Aladdin, email)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum
- For security reasons, passwords will be provided to families, where applicable
- Ard Rí CNS cannot accept responsibility for the security of online platforms, if they are hacked
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private

E - MAIL

- Pupils will use the approved pupil school email accounts which at the end of the email address under supervision by or permission from a teacher @lmetb.ie at the end of the email address under supervision by or permission from a teacher
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Pupils should be aware that email communications are monitored
- Pupils will not under any circumstances share their email account login details with other pupils
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils should immediately report to their teacher 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

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Ard Rí CNS
- Parents should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks
- Use of blogs such as Word Press is allowed in Ard Rí CNS with express permission from teaching staff
- Viewing of video streaming sites such as YouTube and Vimeo etc. is allowed 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 Ard Rí CNS community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Ard Rí CNS 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 Ard Rí CNS into disrepute
- Staff and pupils must not represent your personal views as those of being Ard Rí CNS on any social medium
- The use of chat rooms within the school are forbidden

SCHOOL WEBSITE

- Pupils will be given the opportunity to publish projects, performance, artwork or school work on the school's website (www.ardricns.ie), Twitter account (@ArdRi_CNS) or YouTube Channel (Ard Rí TV). All publication to these media will be approved by the school Principal in advance
- The website, Twitter and YouTube will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff
- The publication of pupils work will be co-ordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual pupils will not be published on the school website with out the parental permission. Photographs, audio and video clips will focus on group activities. Video clips may be password protected
- 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

MICROSOFT(MS) TEAMS/ SEESAW

- These are online learning and teaching platforms that teachers and pupils may use in this school
- They provide teachers with a method of managing lessons setting, sharing content with teachers and pupils and facilitating live classes remotely
- Pupils may use the platform to check for homework, see online demonstrations or elements of lessons, engage with live classes, get help and support from teachers and for the purposes of sending work to teachers for feedback
- Be aware that any links received for MS Teams meetings and/or classes are for their private use only and they are not authorised to forward any links to other parties either within or outside the school
- These platforms are for education and school work only and it must not be used by pupils and teachers for any purposes other than this
- Extensive user logs are maintained and can be accessed when required for the purposes of an investigation by a school, LMETB, TUSLA, Garda Siochana etc where necessary

Online Teaching and Learning Platforms/ Video Conferencing

The following are ground rules for synchronous lessons online:

- Pupils and teachers will be provided with training in the area of Online Teaching and Learning Platforms/Video Conferencing
- All meetings will have the lobby setting turned on. The chat function will be set to off
- For video calls, parental permission is implied, by virtue of the pupil logging on to the call, permission is assumed.
- A responsible adult is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- No recordings/screenshots are to be taken by children or parents- for this reason cameras must be switched on at all times.
- 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.
- Ard Rí CNS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- It is expected that pupils engaging in classes remotely will follow the instruction of their teacher regarding the use of camera and microphone during live classes that may occur. It is also expected that pupils will locate themselves in an appropriate setting for such classes and conduct themselves the same way that would be expected in a regular classroom

- Pupils should never post, stream or transmit any content, including live video, that violates this policy in such a way that is offensive to pupils/staff
- Pupils should not do anything illegal, facilitate any illegal activity, or promote violence
- Pupils should not do anything that threatens, exploits or otherwise harms children or fellow pupils
- Pupils should not engage in any activity that is harmful, obscene or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material or criminal activity
- Pupils should not engage in any activity that is fraudulent, false or misleading
- Pupils should not engage in any activity that is defamatory, harassing, threatening, obscene, indecent or otherwise inappropriate
- Pupils should not send unauthorised messages or irrelevant material
- Pupils should not share any links for meetings with anyone else either inside the school, LMETB or to external users
- Pupils should not misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person
- Pupils should not harvest, collect or gather user data without consent
- Pupils should not violate or infringe any intellectual property or proprietary rights of others, including copyrights
- Pupils should not violate the privacy of others or distribute confidential or personal information of others
- Pupils should not engage in any activity that is harmful or disruptive to the operation of online classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumvent restrictions on use due to regulations or account closures
- Pupils should report any concerns or suspicious activity immediately to a member of staff

Personal Devices

The following statements apply to the use of personal electronic devices at Ard Rí CNS:

- Pupils are not allowed to bring personal and internet-enabled devices into Ard Rí CNS, including but not limited to; phones, smart phone, smart watches, devices with cameras or gaming functions, iPad, iPod, tablet, laptop, leapfrog etc. (except when required for medical purposes- in these cases permission will be granted by the school principal)

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 Ard Rí CNS 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 using school devices with permission from staff
- Written permission from parents will be obtained before photographs of pupils are published on the school website, Twitter page and YouTube channel
- 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 images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behavior and will result in implementation of the schools Code of Behaviour or Anti-Bullying Policy or reporting to the relevant authorities

LEGISLATION

Teachers, pupils 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

EDUCATION & TRAINING ON INTERNET SAFETY

- Pupils will be provided with education in the area of internet safety as part of implementation of the SPHE programme
- The school holds an annual Internet Safety Week
- The school holds an annual Wellbeing Week
- Pupils participate in Safer Internet Day activities that promote safer and more effective use of the internet
- Teachers are provided with continuing professional development opportunities in the area of internet safety

- Talks are scheduled for parents on the area of Internet Safety
- The school has visiting speakers who meet with pupils in classes to discuss the area of Internet Use and Online Safety e.g. An Garda Síochána

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 behavior and will result in implementation of the schools Code of Behaviour
- Measures are taken by Ard Rí CNS 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
- The prevention of cyber bullying is an integral part of the schools Code of Behaviour and Anti-Bullying Policy

Misuse of Technology

Misuse of the internet may result in implementation of the schools Code of Behaviour or Anti-Bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

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 the school Child Safeguarding Policy.

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 (DDLDP)
- 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, Ard Rí CNS 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 where the bullying originates outside the school. While incidents occurring outside Ard Rí CNS are not our responsibility as such, we endeavor to assist in brokering a solution between parties involved. Where incidents of inappropriate online behaviour, that impacts on the wellbeing of pupils or staff take place outside the school, Ard Rí CNS will inform and work with parents directly.

AUP ANNUAL ACCEPTANCE

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was ratified by the school's Board of Management on 16.02.2021 following consultation with all partners including pupils, staff, parents and guardians.

The policy will be reviewed on February 2022 (or sooner if needed)

Internet Acceptable Use Policy (AUP)

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

School	Ard Rí CNS
Pupil Name	
Class	
Confirmation of Acceptance of AUP (Pupils in classes 3rd-6th)	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. Signature: _____ Date: _____
Parent/Guardian Confirmations of Acceptance of AUP	<p><u>Acceptance Part A</u></p> <p>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. 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.</p> <p>I accept the above paragraph <input type="checkbox"/> OR I do not accept the above paragraph <input type="checkbox"/> <i>(Please tick above as appropriate)</i></p> <p>Parent Signature: _____ Date: _____</p> <p>Parent Signature: _____ Date: _____</p> <p><u>Acceptance Part B</u></p> <p>In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupils' work on the school website.</p> <p>I accept the above paragraph <input type="checkbox"/> OR I do not accept the above paragraph <input type="checkbox"/> <i>(Please tick above as appropriate)</i></p> <p>Parent Signature: _____ Date: _____</p> <p>Parent Signature: _____ Date: _____</p>

Board of Management Policy Consultation Log

Please present this form to your BOM when considering the policy at BOM level for ratification

School:	Ard Rí Community NS
Policy:	Pupil Internet Safety- Acceptable Use Policy

Staff Consultation:

Date of Final Consultation:	12.02.2021
Proposed By:	Sarah Anderson (Staff Member)
Seconded By:	Niamh Hogan (Staff Member)

Parents Consultation:

Date of Final Consultation:	14.12.2020
Proposed By:	Shelley Mercer (Parent Association Member)
Seconded By:	Ciara McManus (Parent Association Member)

BOM & LMETB Ratification/Resolution Process for This Policy

BOM Ratification

Date Ratified by the Board of Management:	16.02.2021
Proposed By:	Emer Magee
Seconded By:	Paul Radford
Signed:	Yemi Adenuga (Chairperson, BOM)
Scheduled Date for Review of the Policy:	February 2022 (or sooner if required)

LMETB Ratification/Resolution of the ETB Board

Date of Resolution of ETB Board	16.02.2021
Signed	Yemi Adenuga (Chairperson)