

**ST. BRIGID'S BOYS SCHOOL  
MART LANE  
FOXROCK**

**ACCEPTABLE USE POLICY  
(AUP)**

## ACCEPTABLE USE POLICY

### Aim of the AUP

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. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This code is informed by and serves as an extension of the following school policies:

- Code of Behaviour
- Anti-Bullying Policy

This AUP should be read carefully to ensure that the conditions of use are accepted and understood. This Acceptable Use Policy applies to pupils who have access to and are users of the Internet in St. Brigid's Boys' National School. It also applies to members of staff, volunteers, parents, carers and others who access the Internet in St. Brigid's B.N.S.

### School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

When using the Internet pupils, parents and staff are expected to:

- Use the Internet, network resources, and online sites in a courteous and respectful manner.
- Be polite, use correct language and not harass others or provoke fights online.
- Recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content. Pupils should use trusted sources when conducting research via the Internet.
- Not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – and can sometimes can be shared and spread in ways you never intended.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.

St. Brigid's BNS have implemented the following strategies:

### General:

- **Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy**
- Internet sessions will always be supervised by a teacher.
  - Level 4 “**Fortiguard Filtering Software**” provided by the Nation Centre for Technology in Education (NCTE) is used through the school in order to minimise the risk of exposure to inappropriate material. It allows access to millions of websites including interactive educational games and 'YouTube', while also

blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore Websites, Blogs and Apps such as MySpace, Snapchat and Facebook are not accessible within the school. 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. The school and teachers will regularly monitor pupils' Internet usage.

- Students are strictly prohibited from inappropriate use of the camera on i-pads. No video, image or recording are to be taken unless specified by a teacher.
- I-pads are not to be used during break times or in unsupervised environments.
- 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 personal external and or portable memory devices in school should not be used. Any use of external devices requires a teacher's permission.
- Pupils will treat others with respect at all times, observe good "netiquette" (i.e., etiquette on the Internet) and will not undertake any actions that may bring the school into disrepute.

#### **Education:**

- Pupils will be provided with training in the area of Internet safety through the SPHE programme, use of webwise resources and through external facilitators in this area.
- Pupils will be educated on the benefits and risks associated with using the Internet.
- The pupils at St. Brigid's B.N.S. will be made aware of the importance of keeping their personal information private.
- The pupils will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.
- The pupils will learn about the importance of treating ICT equipment with care, consideration and respect.

#### **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 will report accidental accessing of inappropriate materials in school to their classroom teacher.
- Pupils will use the Internet for educational purposes only.
- Pupils will learn not to copy information into assignments without acknowledging the source or author of the original work (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- 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 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.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Teachers may direct pupils to a variety of websites which they have checked for suitability in advance of the lesson. It is recommended that Kiddle (google for kids) is used as a search engine in all classes.

### **Email and Messaging:**

- All staff members have been provided with a school e-mail address. The e-mail address should be used for all school communication. Personal email accounts should not be used for school business.

*Pupils may be taught how to use e-mail in senior classes in a supervised environment. In order to do so, a school e-mail addresses must be set up through the administrator (the Principal).*

- The use of personal email accounts is **not** allowed at St. Brigid's Boys' National School.
- 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.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will note that sending, receiving and opening email attachments is subject to permission from their teacher.

### **Social Media:** (messaging, blogging and video streaming services in St. Brigid's B.N.S.)

- Social Media platforms are not allowed in St. Brigid's B.N.S. e.g. instant messaging services and apps including Snapchat, Whats Apps, G Chat etc.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in St. Brigid's B.N.S.
- Parents, 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 St. Brigid's Boys' School community.
- Parents, staff and pupils must not discuss personal information about pupils, staff and other members of the St. Brigid's Boys' National School community on social media.
- Parents, staff and pupils must not engage in activities involving social media which might bring St. Brigid's B.N.S. into disrepute.
- Parents, staff and pupils must not represent their personal views as those of St. Brigid's Boys' National School on any social medium.

### **Personal Device and Mobile Phones:**

- Pupils are not allowed to use their own technology in St. Brigid's B.N.S. This includes (but not restricted to the following items) mobile phones, tablets, i-pads, i-pods, e-readers, gaming device, laptop etc.
- Children are not allowed to use mobile phones on the school grounds or during any school activities e.g. school tours, after school activities etc. If a pupil is required to bring a mobile phone to school to make contact with their parents after school it must be turned off and in the pupils' school bag before entering the school premises. It should remain in the pupils' school bag for the duration of the day and cannot be turned back on until the pupil has left the premises.
- **Pupils using their own technology in school are in direct breach of the school's acceptable use policy.**

### **School Website – [www.stbrigids.ie](http://www.stbrigids.ie)**

- Pupils' will be given the opportunity to submit projects, artwork or school work to their teacher who will publish this on the school website.
- All content is approved by designated staff members prior to publication on the website. The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities only.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will publish Christian names only in group photos/videos. Where an individual child is photographed no names will be published.
- Written permission from parents will be obtained before photographs of pupils are published on the school website (this is obtained on enrolment to the school).
- Pupils will continue to own the copyright on any work published.

### **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.
- Pupils' must not take, use, share, publish or distribute images of others without their permission and permission from the teacher.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff and when using school devices. The use of personal devices is not permitted.
- 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 is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils will be dealt with in accordance with the School Code of Behaviour.

### **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 a pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by St. Brigid's Boys' 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. However, in the context of our Anti-Bullying Policy, a once off offensive or hurtful **public** message will be regarded as bullying behaviour when the message/image or statement is placed on a social network site or other public forum where the message, image, or statement can be viewed and/or repeated by other people. 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.

- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated.
- Parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy and Code of Behaviour.

### **Sanctions:**

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.

St. Brigid's Boys' 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 St. Brigid's Boys' National School will, where known, inform parents of incidents of inappropriate online behaviour that take place out of school.

### **Implementation and Review:**

This policy was updated and ratified by the Board of Management in August 2020.

This policy will be reviewed in 2023.

Should serious online safety incidents take place, Ms. Fiona Griffin (Principal) or Ms. Angela Hayes (Deputy Principal) should be informed. The implementation of this Internet Acceptable Use Policy will be monitored by all staff members, the post holder in charge of ICT and Ms. Fiona Griffin (Principal).

## **ADDENDUM TO ACCEPTABLE USAGE POLICY**

### **The use of ICT for Distance Learning**

#### **Platforms**

Seesaw is the chosen online tool to engage pupils in distance learning. Permission is sought from parents prior to accounts being created. Seesaw is a secure platform and has put a number of measures in place to protect the integrity of users' information, including:

- Use of highly secure, access-controlled data centres
- Routine third-party security audits
- Data encryption in transit
- Encryption of Journal Content at rest

Aladdin Connect and parent's email are also used to communicate and support distance learning. Pupils' with a school laptop have also been given an email address on the school's portal i.e. @stbrigids.ie. In these circumstances, some teachers are using this address to support pupil learning.

IXL and Epic are also being used to support the children's learning and permission was sought from parents prior to establishing accounts.

A number of other educational websites have been vetted and suggested to parents such as Folens, CJ Fallon and Oxford Owls. The list is not exhaustive and in relation to all sites, parents create their own account.

#### **Calls (voice calls and video calls)**

Phone calls and video calls are used by the class teachers, the SET team and SNAs to speak to specific children. The following platforms are being used:

- Phone calls
- Whatsapp video calls
- Zoom
- Google Hangouts

In all instances it is always the parent's email/phone number used and never the child's. All Zoom calls are password protected.



## Appendix 1:

### Stop Cyber Bullying - Tips for Parents

It is very important that you listen to your child when they come to you with an issue relating to bullying.

- **Encourage your child to be careful about disclosing personal information.**
- Being conscious of when and where it is all right to reveal personal information is vital. A simple rule could be that the child should not give out name number or picture without your approval. Never give out personal information (PIN) etc. online. Everyone is a stranger. Don't talk to or accept anything from strangers.
- **Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives.**
- The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents.
- **Know your child's net use.**
- To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.
- **Encourage good Netiquette**
- Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters) not harassing others or provoking fights online. You should not read other's email or copy protected material.

### Some Tips for Young People

- **Do** trust your instincts. If it doesn't look or feel right it probably isn't. If you find something online that you don't like or makes you feel uncomfortable, turn off the computer and tell an adult.
- **Do** not keep this to yourself! You are NOT alone! Tell an adult you know and trust!
- **Do** not delete messages from cyber bullies. You don't have to read it, but keep it, it is your evidence.
- **Don't** send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a "Flame" (angry message) to someone else. Once you've sent a message, it is very hard to undo the damage.
- **Don't** open messages from people you don't know.
- **Don't** reply to messages from cyber bullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they've got you worried and upset. They are trying to mess with your mind and control you, to put fear into you. Don't give them that pleasure.

### **What to do if you are cyber bullied**

- Tell your parents or a trusted adult.
- Do not retaliate – this will only feed into the cyber bully and could make other people think you are part of the problem.
- Try to ignore the cyber bully.
- Block the bully from your site.
- Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.
- Show or give the record of bullying messages to your parents.

### **If the cyber bullying persists or gets worse, your parent or trusted adult can:**

- File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website's home page for reporting concerns.
- Contact the Gardai if the cyber bullying contains any threats.

## **ST. BRIGID'S B.N.S. RULES FOR RESPONSIBLE INTERNET USE**

**(This will be signed by the children from 3<sup>rd</sup> – 6<sup>th</sup> class each year following a discussion in class and at home with their parents)**

The school has computers, laptops and iPads with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

### **Using the ICT equipment:**

- I will not access other people's files.
- I will not use any personal devices in school.
- I will treat all of the computer equipment with respect and I will tell a teacher straight away if something is broken or not working properly.
- I will log off or shut down any device when I am finished with it.
- I will keep any user names or passwords I am given a secret.

### **Using the Internet:**

- The use of the Internet is for educational purposes only;
- I will not use the Internet, unless given permission by a teacher;
- I will only visit the Internet search engines and sites that the teacher directs me to.
- I will not use the Internet outside my classroom.
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms or while visiting websites;
- I will not upload or download non-approved material.

### **Using e-mail:**

- I will ask permission from a teacher before checking my e-mails.
- I will only use my school e-mail account in school.
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number or that of anyone else online;
- I will not send or open attachments without the permission of the teacher.

**I understand that failure to comply with the rules will mean withdrawal of Internet privileges and other sanctions.**

Child's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

#### Appendix: Schedule for Catholic Schools

A Roman Catholic school (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

