



Holy Family Primary School, Glenbrien

Internet Acceptable Usage Policy

Members Involved in Policy Formation

- Teachers
- Parents (Parents' Association)
- Board of Management
- Pupils

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Holy Family Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education for Pupils, Parents and Staff
3. Staff Professional Development
4. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses devices, the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher

4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. When educational videos are uploaded from Youtube, Safe Youtube links will be used.
11. Virus protection software will be used and updated on a regular basis
12. The use of USBs, external storage devices or CD-ROMS in school requires a teacher's permission
13. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email

5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.
8. Designated teacher emails will be used for correspondence between teachers and parents/ guardians.
9. Class/ Group emails will be sent via the Aladdin server.

***Devices (MacBooks in Senior Classes; Tablets in Junior Classes)**

Pupils in the Junior classes Junior Infants to Second Class have access to class sets of tablets for the use in lessons in Literacy, Numeracy and SESE. These tablets have educational apps downloaded onto them and are accessed by pupils under the direction of the class teacher. They may also be used to access the digital learning platform Seesaw by pupils. Junior Class pupils may also access specific websites at the discretion of the class teacher.

Pupils in the Senior classes 3rd to 6th Class have access to a class set of Apple MacBooks. Pupils are given the opportunity to use these each week on two separate days, as per the agreed upon timetable. Each device is numbered and pupils are assigned a particular device. These devices are used by the pupils to complete activities in Literacy, Numeracy, Gaeilge and SESE. Pupils complete research activities and engage in educational games using these devices. All games and websites are vetted by the teacher prior to the pupils engaging with them in the classroom. Pupils are directed to particular websites by the teacher and child-friendly search engines may be used.

Pupils are expected to take appropriate care when using devices in the classroom. All devices have protective cases and pupils are directed to handle the devices carefully,

to avoid damage being done to the devices. Pupils may not download inappropriate material onto their devices. Pupils may not use the device to take pictures unless directed to do so by the class teacher.

***Digital Learning Platform**

Each pupil in the school has been assigned a unique code on the Seesaw learning app to allow them to begin to build a digital learning portfolio. This can begin with photographs and videos in the Junior Classes to pieces of writing and project work in the older classes. Pupils access the learning platform via class codes whilst in school and via Home Learning Codes while at home. Home Learning codes are unique to each pupil and ensure that pupils can only access their own learning portfolio. All pieces of work which are uploaded to the platform are monitored and reviewed by the class teacher. Pieces of work, photographs and videos uploaded to the platform may be uploaded to the class page on the school website.

***Remote Learning Policy**

To be inserted.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Education

Holy Family Primary School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- ZEEKO Internet Safety Day Workshops

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by

clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Holy Family Primary School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Holy Family Primary School has installed firewall software.

This policy was adopted by the Board of Management on 14/03/2022

Signed: *Fr John Byrne* Signed: *Fiona Cleere*
Chairperson of Board of Management Secretary/Principal

Date: 14/03/2022 Date: 14/03/2022
Date of next review: March 2024

Appendix A

Letter to Parents

Insert Date

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

Principal

Appendix B

Responsible Internet Use Pupil Undertaking

We use the School devices and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as memory sticks/USB keys etc. into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed:

_____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Appendix C

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for _____ (name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____



School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

***Appendix D (to either replace or to accompany Appendix B)
Responsible Device Use
Pupil Undertaking**

We use the School devices for learning.

These rules will help us to be fair to others and keep everyone safe.

I will ask permission before entering any website, unless my teacher has already approved that site

*I will take care of the class devices and do my best to ensure that they are not damaged while I am using them

*I will not download any inappropriate material onto the school device while I am using it

*I will not use the digital learning platform to post inappropriate messages to or about pupils and/or members of staff

*I will not use the school devices to take/ share pictures and or videos, unless directed to do so by the class teacher

I will not bring external storage devices such as memory sticks/USB keys etc. into school without permission

I will not use email for personal reasons

I will only use email for school projects and with my teacher's permission

The messages I send will be polite and sensible

When sending e-mail, I will not give my home address or phone number or arrange to meet anyone

I will ask for permission before opening an e-mail or an e-mail attachment

I will not use internet chat rooms

If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately

I know that the school may check my computer files and may monitor the sites I visit

I understand that if I deliberately break these rules, I could be stopped from using the Internet and devices and my parents will be informed.

Signed:

_____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____