

Scoil Náisiúnta
Doire Bhoithe
An Charraig Rua



Internet Acceptable Use Policy
September 2023



Scoil Náisiúnta Doire Bhoithe An Charraig Rua

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www.deravoyns.com  [@deravoyns](https://twitter.com/deravoyns)

Internet Acceptable Usage Policy (AUP)

Aim

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

School's Strategy

Deravoy National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. The strategies apply to staff and pupils when using school resources, representing the school or wearing the uniform. These strategies are as follows:

General

- Internet sessions in school will always be supervised by a teacher.
- Safe-surfing settings, on school devices, will be used in order to minimise the risk of exposure to inappropriate materials.
- The school will regularly monitor Internet usage in school.
- Pupils and teachers will be provided with training in the area of Internet Safety and Digital Citizenship.
- Uploading and downloading of non-approved software or material is not permitted.
- Anti-virus software will be used and updated as necessary.

- The use of personal memory sticks in school requires a teacher's permission.
- Students and has access to all files used on school computers, including any email messages sent and received by pupils.
- School devices may record details of what pupils have viewed on the Internet. These records may be reviewed by school staff.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this policy. Parents/Guardians should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message can be viewed and/or repeated by other people will be regarded as bullying behaviour.

World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be held responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the pupil will be expected to immediately turn off the monitor and report the incident to the teacher or supervisor. Responsibility for handling incidents will be taken by the pupil's class teacher in consultation with the Principal.
- Pupils and staff will be educated regarding copyright issues relating to online materials.
- Pupils will never disclose or publicise their own or others personal information.
- Pupils and staff will be aware that any internet usage may be monitored for unusual activity, security and/or network management reasons.
- Pupils will never arrange a face-to-face meeting with someone that they have "met" on the Internet.
- Pupils will not examine, change or use another person's files, username or passwords.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or unintentionally.

Email

- Pupils may only use approved school email accounts under the supervision of or with permission from a teacher.
- Pupils or staff will not intentionally send or receive any material that is illegal, obscene or defamatory or that is intended to harm or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils must have permission to send and open emails.
- Teachers will use a designated school email address that can be used for making direct contact with families of pupils in his/her class. This correspondence will normally be made using the parents' email addresses. Copies of both teachers' and parents' emails are sent to the principal also.

Internet Discussion

- Pupils will only have access to discussion forums or other electronic communication forums that have been approved by the school.
- Discussion forums and other electronic discussion forums will only be used for educational purposes and will always be supervised.
- Pupils will never arrange a face-to-face meeting with someone they only know through discussion forums or the internet.

School Website and Social media

- The school's website address is www.deravoyns.com
- Pupils, in consultation with their teachers, may be given the opportunity to publish their work through the school social media sites (e.g. school website, blogs, Twitter feed, Facebook)
- The publication of pupil work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on school sites.
- Individual pupils will not be identified by name and pupil's home addresses and contact details will be omitted from school social media posts.
- Pupils will continue to own the copyright on any work published.
- **Parents/guardians/visitors are requested not to share any photos of other people's children on their social media, without permission. This includes photos which they may take themselves at school events, or photos shared by the school.**

Deravoy N.S' Twitter Account

The purpose of having a school Twitter account is to provide;

Communication with parents regarding specific events and activities

Communication with new or prospective parents

Communication with wider audience regarding positive advertisement of school and enrolment dates

Communication with wider audience of school life via photos of pupil's projects, notice boards, etc.

Communication with other schools and accounts with similar educational interests

Deravoy N.S' Facebook Account

The purpose of having a school Facebook account is to provide;

Communication with parents regarding specific events and activities

Communication with new or prospective parents

Communication with wider audience regarding positive advertisement of school and enrolment dates

Communication with wider audience of school life via possible communications of tours, projects, notice boards, etc.

Continued advancement of our school communication system with information shared via paper notes, email, website, Twitter and now Facebook.

- Parents/Guardians are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
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- This policy should be read in conjunction with the GDPR Policy.

Those using our social networking sites must abide by the following;

- Users cannot advertise products or services on our school social media pages
- Users should not post anything on any pages that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately

- Users should not ask to become 'friends' with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on school social media sites
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore, our current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from Twitter or Facebook.

Personal Devices

- The use of non-school electronic equipment in school is not allowed by pupils.
- Pupils may not use any personal device with recording or image taking capability while in school or on school outings. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recording taken by the class teacher on smartphones or other personal devices must be downloaded onto the school server and/or on to the relevant school platform and then immediately deleted from source.

Legislation and Regulation

The school will provide information on the following legislation relating to the use of Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Guidelines 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. This information will be available at Internet Safety talks throughout the year.

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including written warnings, the withdrawal of access privileges, and where appropriate, suspension or expulsion in line with the Code of Behaviour. Parents/guardians will receive written notification of misuse by a pupil.

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

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Education and Internet Awareness

Deravoy National School will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 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
- SAFT Internet Safety Awareness Education Programme and exemplars
- Safer Internet Day activities

Filtering

Deravoy National School has filtering software provided by PDST level 6

Firewalls

Deravoy National School has firewall software inbuilt on teacher laptops.

Policy Review

Deravoy National School Acceptable Use Policy will be reviewed regularly to ensure it is compliant with current legislation and school practice. The review will be led by the staff in consultation with the Board of Management, parents and pupils.

Ratification and Communication

This policy was reviewed by the board of Management on 18th October 2023. Following ratification the policy will be communicated to all parents who have pupils enrolled in Deravoy National School. Thereafter it will be issued to parents of new entrants into all classes within the school.

Signed: _____

Chairperson of the Board of Management

Principal



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Dear Parents(s)/Guardian(s),

The staff and Board of Management of Deravoy National School have recently reviewed the school's Acceptable Use Policy (AUP). Please familiarise yourself with this policy, prior to completing the AUP permission slip. School files will be updated accordingly and this form will be kept on file for no longer than necessary.

Acceptable Use Policy Permission Slip

Name of Student: _____

Class: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that Internet access is for educational. 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 of pupils access unsuitable websites.

Parent/Guardian Signature: _____ Date: _____

In relation to social media, I accept that if the school considers it appropriate, my child's photo and/or schoolwork may be chosen for inclusion on the school website, Twitter or Facebook accounts.

Parent/Guardian Signature: _____ Date: _____