



**ST. FINBARR'S NATIONAL SCHOOL
CABRA WEST
DUBLIN 7**

PHONE: 01-8380060

PRINCIPAL: Maeve Daly

EMAIL: chairman.ias@eircom.net

www.stfinbarrsbns.ie

Internet Acceptable Use 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. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

This version of the AUP was amended by the Principal and Staff of St. Finbarr's N.S. in September 2009. It was amended in 2018 to include GDPR considerations . It was further amended in 2021 to include Remote learning.

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School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

Internet sessions will always be supervised by a teacher.

Filtering software from PDST will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor pupils' Internet usage.

Students 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 personal memory sticks and other digital storage media in school requires a teacher's permission.

Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web.

Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will use the Internet for educational purposes as defined by teacher.

Students will be familiar with copyright issues relating to online learning.

Students will never disclose or publicise personal information.

Students 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.

The Code of Behaviour will apply in all incidents of inappropriate use.

Adult Usage:

1. Ancillary Staff may access the internet with prior permission from the Principal in accordance with our AUP guidelines.
 2. Teachers may use the internet for personal use after school hours only
 3. Substitute teachers /work experience personnel/parents use only for educational or school purposes.
- |Permission for use to be granted on a case by case basis.

Email

Students will use approved class email accounts under supervision by or permission from a teacher.

Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

Internet

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, Aladdin, Whatsapp, Schooltext and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. Finbarr's BNS form part of our web services and all content that is placed on these services falls under this policy.

Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class,. However, all interactions will be under the supervision of the teacher. Children will not be allowed to use their own personal accounts for social media.
- Please do not “tag” photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school. Slandorous or negative comments regarding the school or staff placed on social media will be taken very seriously by the Board of Management up to and including legal action. See reference to this in our Code of Behaviour
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- Please do not request to “friend” a member of staff in the school. Most staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our social media account without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

School Website

Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.

The publication of student work will be co-ordinated by a teacher.

Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips will not 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 last name of the individuals in a photograph.

The school will continue to own the copyright on any work published.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Webex, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- Two members of staff must be in attendance for zoom meetings with children. This may be a SET or SNA plus class teacher.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The host staff member has the right to exclude any person being disruptive from a synchronous lesson.
- Third parties other than the host are prohibited from recording or disseminating any content from meetings. Any recording of a meeting must have permission from all participants. However recordings are not permitted by host either.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- 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 member of staff and a guardian must be present at the meeting.

While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Legislation

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

Data protection Act 2018 and GDPR
Data Protection (Amendment) Act 2003
Child Trafficking and Pornography Act 1998
Interception Act 1993
Video Recordings Act 1089
The Data Protection Act 1988

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, where applicable.

Sanctions

Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. e.g. An Garda Síochána, D.E.S. and Social Services.

Ratification

Ratified by the Board of Management at Board of Management zoom meeting on 9th February 2021 after consultation with the staff.

Signature_____

Date_____