

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Yellow Furze N.S.

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.

Yellow Furze N.S 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 Yellow Furze N.S will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Yellow Furze N.S implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parent policy review group.

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

The school will monitor the impact of the policy using:

- Monitoring logs of internet activity (including sites visited).

Should serious online safety incidents take place DLP Noeleen Rooney or, in her absence, DDLP Liz Halpenny, must be informed.

Content Filtering

Yellow Furze N.S has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

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.

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 but outside the classroom to a member of the teaching staff or Principal.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils will use the school's internet connection only for educational and career development activities.

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.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Internet Chat

- Discussion forums on any fora will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

Email and Messaging

- The use of personal email accounts is only allowed at Yellow Furze N.S with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Yellow Furze N.S:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. are not allowed in Yellow Furze N.S.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Yellow Furze N.S with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is 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 Yellow Furze N.S community including taking screenshot pictures, recording audio or video unbeknownst to the person.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Yellow Furze N.S 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 Yellow Furze N.S into disrepute.

Staff and pupils must not represent your personal views as those of Yellow Furze N.S on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices and digital music players in Yellow Furze N.S.:

- Pupils are only allowed to bring personal internet-enabled devices into Yellow Furze N.S with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.

Images & Video (see school policy on 'Photography')

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 Yellow Furze N.S 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 allowed once care is taken that no harm is done to staff or pupils of Yellow Furze N.S.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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 and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

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 behaviour, with serious consequences and sanctions for those involved.

Measures are taken 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) which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

SCHOOL WEBSITE

Pupils may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Yellow Furze N.S will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Yellow Furze N.S. web pages.

The Yellow Furze N.S will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Remote Teaching and Learning Protocols for Students & Schools (see YFNS Remote Teaching and Learning Policy)

In circumstances where teaching cannot be conducted on the school premises, teachers will use Clasdojo, as agreed by all staff, to assist with remote teaching where necessary.

- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.
- E-mail addresses, will be the platform used by teachers to upload work and assignments. This e-mail will only be used for the sole purpose of school communication. Correct protocol of formal correspondence is expected.

Parents

- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the gmail address and Online Platforms.
- Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- The school Code of Behaviour is applicable to remote teaching and learning including:
 - Anti- Bullying Policy
 - Digital Technologies Acceptable Use Policy
 - Acceptable Usage Policy for Devices (This will, in particular, apply to student-to-student communications)
- E-mail addresses, will be the platform used by teachers to upload work and assignments. This e-mail will only be used for the sole purpose of school communication. Correct protocol of formal correspondence is expected.
- Communication may only take place during normal school hours and must, at all times, be respectful.
- The normal school calendar will apply.
- Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their abilities and on time, where this evolving and unprecedented situation allows you to do so.

Students:

- The use of **social media** applications (e.g. WhatsApp; Facebook, Snapchat, Instagram) for student-teacher communication is **strictly prohibited**.
- E-mail addresses, will be the platform used by teachers to upload work and assignments. This e-mail will only be used for the sole purpose of school communication. Correct protocol of formal correspondence is expected
- Communication may only take place during normal school hours.
- The normal school calendar will apply.
- The school Code of Behaviour is applicable to remote teaching and learning including:
 - Anti- Bullying Policy
 - Acceptable Usage Policy for Devices (This will, in particular, apply to student-to-student communications)
- Students with devices are reminded to use their school books, where possible, to complete assignments (as is the normal expectation)
- Students who have availed of school devices are reminded to follow AUP guidelines.
- Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where this evolving and unprecedented situation allows you to do so.

Internet Chat

- Discussion forums on any fora will only be used for educational purposes and will always be supervised.
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Guidelines for Teachers on using conference calling.

<https://www.pdst.ie/DistanceLearning/VideoConferencing>

Please ensure that previous guidelines on appropriate attire are adhered to. This is a professional call in an “unprofessional” setting, however, the expectations are the same as in the classroom.

General guidelines for video calling:

- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students before calls are made.
- The teacher should always invite the pupils/students to the call and act as hosts/disable co-host function.
- Teacher should ensure that the call is taking place in an open area with parent/guardian/carer present.
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that pupils/students can't re-join the room afterwards. Maintain a log of calls and a record of attendance as you would do in general practice

General guidelines for live video lessons:

- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Agree protocols in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tool being used and the age of students
- The teacher always invites the students to the call and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students. It is good practice, if possible, from a safeguarding and operational perspective to have a second staff member on the video call.

- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation.
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
- It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can't re-join the room afterwards
- Maintain a log of calls and a record of attendance as you would do in general practice

Legislation

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

EU General Data Protection Regulations 2018

Anti-Bullying Guidelines for Primary Schools 2013

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Video Recording Act 1989

The Data Protection Act 1988

ANNUAL CONSENT FORM

Parents note their intention to abide by the rules of this 'AUP', annually, by ticking the relevant section of the 'Annual Consent Form'.

Review due – 2024

Signed: Christopher Farrell
Chairman

Noeleen Rooney
Principal