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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 If the schools AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. Parents/guardians will receive written notification of misuse by a pupil.

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 Saint Philip the Apostle Junior National School .

- It also applies to members of staff, volunteers, parents/guardians and others who access the internet in Saint Philip the Apostle Junior National School.

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.

Saint Philip the Apostle Junior 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 Saint Philip the Apostle Junior National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Saint Philip the Apostle Junior National School 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.
- Saint Philip the Apostle Junior National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, teaching staff, support staff, pupils, and parents

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

The school will monitor the impact of the policy using:

- Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place RUTH MOLLOY (Principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by RUTH MOLLOY & THE ICT team.

Content Filtering

Saint Philip the Apostle Junior National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube 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 RUTH MOLLOY (Principal)

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

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 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 (a method of distributing files over the internet) is allowed with staff permission.

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at Saint Philip the Apostle Junior National School.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Saint Philip the Apostle Junior National School :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Saint Philip the Apostle Junior National School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Saint Philip the Apostle Junior National School 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 Saint Philip the Apostle Junior National School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Saint Philip the Apostle Junior National School 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 Saint Philip the Apostle Junior National School into disrepute.

Staff and pupils must not represent your personal views as those of bring Saint Philip the Apostle Junior National School 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 Saint Philip the Apostle Junior National School :

- Pupils are not allowed to bring personal internet-enabled devices into Saint Philip the Apostle Junior National School.

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.

At Saint Philip the Apostle Junior National School 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 only allowed with expressed permission from staff.

Written permission from parents / guardians will be obtained on enrolment before photographs of pupils are published on the school website. This permission may be withdrawn at any time.

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

Measures are taken by Saint Philip the Apostle Junior 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.

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 Websites

Pupils will 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.

Saint Philip the Apostle Junior National School 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 / guardians' permission.

Personal student information including home address and contact details will not be published on Saint Philip the Apostle Junior National School web pages.

The Saint Philip the Apostle Junior National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

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

Responsible Internet Use Pupil Undertaking

We use the School computers 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 pen drives (or 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: _____

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

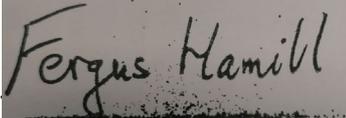
Date: _____

Role of The Board of Management

The Board of Management is supportive of the Principal and Teachers in applying this policy within the school. The policy will be implemented immediately on ratification. This policy will be reviewed and revised on a regular basis.

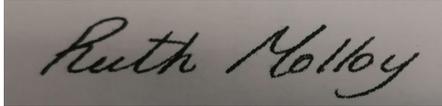
Review

This policy will be reviewed in October 2025

Signed: 

Fergus Hamill
Chairperson

Date: 03.10.2023

Signed: 

Ruth Molloy
Principal

Date: 03.10.2023