# St Felim's National School

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**THE VALE**

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Roll No. 18564W
Charity No: 20109967
Principal: Mrs. Eilís Keegan
Deputy Principal: Mrs. Patrice Clarke

**Leiter, Bailieborough, Co. Cavan A82 CX30**

**June 2024**

## Internet Safety: Acceptable Use Policy

### Introduction

The Internet Acceptable Use Policy sets out our schools agreed approach to the use of the internet in St Felim's N.S. by pupils and school personnel.

### General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline is an integral part of teaching and learning. Therefore, if there is a breach in the Internet Acceptable Use Policy sanctions will be imposed.

The AUP will be communicated to parents every September. Consent will be sought from parents and guardians annually to ensure that the conditions of use are accepted and understood. Class teachers will be responsible for ensuring that pupils are familiar with the rules around internet use and have signed the class agreement.

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

- To treat others with respect at all times
- Not undertake any action 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.

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

- Filtering software will be used to minimise the risk of exposure to inappropriate material. In St Felim's content will be subject to the restrictions of the automated web filtering function of the Oide technology in Education Broadband for School's team.
  Our school operates at Level 4 filtering. This level gives access to millions of websites including games. Teachers have access to YouTube. However, Social Networking sites and 'personal storage websites' like Flickr are not accessible at this level.
- Internet use within the school will always be supervised by a teacher.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media e.g. pen dives, external drives, CD roms and DVD's in school requires teacher permission.

- Virus protection software will be used and updated regularly.
- The school will regularly monitor internet usage.
- Children will not have access to administrator accounts.

Misuse of the internet may result in disciplinary action including withdrawal of access privileges as outlined in the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

St Felim's N.S. implements the following strategies to promote safe use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of SPHE and other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils and parents through Internet and Anti-bullying workshops as set out in our Anti- Bullying Policy.
- Teachers will be provided with continuing professional development in the area of internet safety.
- St Felim's NS participates in Safer Internet Day to promote safe use of the internet.

### Internet Sites/World Wide Web
Pupils will use internet sites for educational purposes only during class time under the supervision of the class teacher.

Pupils will be encouraged to use student-friendly browsers such as www.kiddle.co to access internet resources.

Staff and pupils will be familiar with copyright issues relating to online learning. Pupils will be reminded to acknowledge the source of information used in assignments.

Pupils will never disclose or publicise personal information and passwords.

Pupils will be encouraged to report accidental accessing of inappropriate materials to school staff.

Pupils will be reminded that downloading materials or images not relevant to their studies is a direct breach of the AUP.

Pupils will not intentionally visit internet sites that contain obscene, hateful or otherwise objectionable material.

Pupils should not download or view any material that is intended to annoy or intimidate another person.

Teachers are responsible for selecting appropriate web resources for children. These should be previewed to assess their suitability before use.

Teachers are responsible for teaching internet safety rules in September and signing the class charter.

Pupils and staff will be aware that any usage including distribution or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### Internet Chat / Social Networking / Instant Messaging (IM)

Pupils are not permitted to access internet chat rooms, social networking sites, and instant messaging services.

**Email and Messaging**

*Pupil Email Accounts.*

If deemed necessary and in order to use cloud-based educational platform to support children's learning, the class teacher with the permission of the principal may set up approved class email accounts. In this circumstance, the following procedures will apply:

- Parents will be notified in advance
- Emails if provided must use the name@thevalens.com domain
- Pupils should not share their email account login details with other pupils
- Pupils won't be able to send or receive emails outside this domain as this privilege is suspended for student accounts.

*Class Email Accounts*

Teachers can set up a class email address to enable email messaging for educational purposes. e.g. a project with partner schools or an educational email task. In this case, the following procedures will apply:

- Class email accounts will be teacher-led.
- There must be one class email address
- Only the teacher will have access to the password.
- Emails will be opened and read by the teacher before being shared with the class.
- Pupils writing and sending emails from a class email account must have direct teacher supervision. Children must obtain teacher permission to send or receive email attachments.

Children are forbidden from sending or receiving material by any means, that is illegal, obscene, defamatory, or intended to annoy or intimidate others.

Children should not share their own or another person's personal information, such as their home address, telephone number, picture or digital image.

Children will never arrange a meeting with someone they only know through emails or the internet.

Children are expected to observe good "netiquette" (internet etiquette) at all times and not engage in any action that may bring the school into disrepute.

**School Website**

St Felim's N.S. hosts a website (www.thevalens.com) which provides information to the school community on many aspects of school life including curricula and extracurricular activities. It also provides information and access to school policies and procedures and is an important point of reference for parents, pupils, staff and management.

The website also provides a platform for highlighting the educational activities and achievements of pupils and staff. The website uses photography and video to compliment the written articles on the website.

Members of the school staff manage the website.

- Teachers and pupils are expected to submit items to the website at least once per term. It is the responsibility of class teachers to ensure that pupils' work is accurate, well-presented and of high quality. All material must be the author's own. In cases where other sources are used or referenced, proper citation must be included and the author and source should be identified.

- The publication of the pupils' work will be co-ordinated by a teacher.
- It is the policy of the school to publish pupil's first names only on the website.
- St Felim's NS. will only publish the first name of pupils in video or photograph captions published online.
- Items will be published in line with parental consent in relation to the website.
- We will endeavour to use digital photographs, audio or video clips that focus on group activities.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

## Digital Learning Platform

St. Felim's N.S. uses the digital learning platform Seesaw for educational purposes. Seesaw enables two-way communication. It facilitates easy access to online resources for pupils both at home and school. It helps strengthen home-school links between teachers, pupils and families and it provides opportunities for children to collaborate on digital-based projects and activities, under the direct supervision of their teacher.

- Prior acceptance from parents/guardians will be sought for student usage of Seesaw.
- Each user of the platform will have their own unique login credentials.
- Students will use a QR code and or username and password to access their Seesaw account at home. Pupils will use a QR code to access their account at school.
- Passwords for digital platforms and accounts should not be shared.
- Teachers are responsible for ensuring that activities created on Seesaw are suitable for pupils.
- Teachers are responsible for reviewing and approving completed student material.
- Pupils are responsible for ensuring that any content posted by them on Seesaw is appropriate and relevant.
- Pupils are responsible for responding to activities set by the class or SET teacher.
- Pupils must log out of Seesaw on their device at the end of each session both at school and at home.

## Personal Devices

Please note that pupils are not allowed to bring their personal technology devices to school. This includes, but is not limited to, mobile phones, iPods, mp3 players, smartwatches, and gaming consoles. Possessing such items without prior permission is a direct violation of our school's Acceptable Use Policy and the Code of Behaviour.

## Wifi

St. Felim's National School is Wifi-enabled to facilitate use of laptops and iPads throughout the school. The school's wireless devices used by students are configured with wifi.

All wireless devices connected to the school's wireless network are subject to the content filtering that provided under the Broadband for Schools Programme.

The school's wifi password is private and will only be shared with approved visitors to the school. E.g. Oide support staff.

## Cyberbullying

The DES Procedures for Anti Bullying for Primary & Post Primary Schools define bullying 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.

In accordance with the Anti- Bullying Procedures for schools, St Felim's N.S. considers that a once-off offensive or hurtful public message, image or statement on a social network site where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Such incidents of cyberbullying will be dealt with under the St. Felim's N.S. Anti-Bullying Policy.

Pupils are expected to treat others with respect at all times when using any form of communication technology either as part of school-based learning or for personal use outside of school

Awareness of and the prevention of cyberbullying is an integral part of St. Felim's N.S. Anti-Bullying policy.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is unacceptable behaviour, with serious consequences and sanctions for those involved.

## Responsibilities of Parent/Guardians

It is the responsibility of parents/guardians to read the AUP. Parents may accept or decline to give their child permission to have access to the internet and Seesaw at school, understanding that the both are used for educational purposes and that every reasonable precaution will be taken by the school to provide for online safety.

Parents are responsible for educating their child/ren on issues of internet responsibility and safety at home. Parents are responsible for supervising their child's use of the internet at home. The school cannot be held responsible if their child/children try to access unsuitable material in the course of completing homework.

## Responsibilities of Pupils

It is the pupils' responsibility to participate in Internet Safety lessons offered by the school. They must agree to follow the classroom rules regarding the proper use of technology and sign the class charter to demonstrate their commitment to it.

## Responsibilities of School Personnel

St Felim's National School is committed to staff use of electronic devices, resources and technology for

- Administration purposes
- Education purposes
- Teacher professional development

Aladdin is used in school for administration purposes. Microsoft One Drive is a networked cloud-based file-sharing system used in the school. Only approved users are permitted access to the Microsoft One Drive through an administrator account. Both systems require user authentication.

School personnel are required to maintain the confidentiality of their login details. School personnel should not divulge their computer network or Aladdin passwords to third parties. All such information should remain confidential. In the event of the Secretary's absence, only the Principal will have access to the office computers for administrative purposes.

Laptops and iPads are provided to staff employed in St Felim's N.S. for educational and administrative purposes. Devices provided to school personnel remain the property of St Felim's N.S. and must be returned at the end of the employment period.

School devices are covered under the school's insurance scheme. Teachers must take reasonable care to avoid loss or damage to digital devices and accessories. Devices should not be left unattended or unsecured in

vehicles. Laptops or iPads damaged or lost must be reported to the Principal. Devices must not be interfered with, tampered with, or altered by any third party.

School devices must not be left unsupervised or unsecured in the classroom, at home or in any other public place. Pupils cannot use a teacher's device unsupervised.

St Felim's N.S.'s Data Protection Policy applies to school personnel when accessing pupil information at school or home.

School devices cannot be used by persons other than those employed by St Felim's N.S. unless authorised by the Board of Management.

All school devices should be password protected. The use of a screen saver is strongly advised.

Personal USB storage devices should be monitored for corruption and used with caution. In the event that a USB storage device is presenting signs of corruption or potential virus activity, it must no longer be used within the school's computer network. Incidents of this nature should be reported immediately to the Principal.

'Incidental personal use' is defined as use by an individual employee for occasional personal communication. School devices may be used for incidental personal use. Employees are reminded that such personal use must comply with this policy and all other applicable school policies, procedures and rules. Incidental personal use of devices must take place outside of official school opening times. The school cannot accept responsibility for employees who share their personal information, such as name, address, credit card, or bank details, on the internet during personal use.

The school reserves the right to examine or delete any files that may be held on its computer network, to monitor websites visited and online activity, and to view any email messages passing through or saved on the system.

School personnel are responsible for all emails sent by them and for contacts made that may result in email being received. School personnel are reminded that sending and receiving email involves the same responsibilities and approach as would be used when sending or receiving any other form of communication – written or printed mail, fax, telephone call etc. Emails should be appropriate and acceptable. Anything that might be unacceptable, and possibly illegal in other forms of communication will be equally unacceptable and possibly illegal online.

School personnel must not:
- send any emails that are likely to cause distress or any material which is offensive, indecent, obscene, menacing, or in any way unlawful.
- use the school network, or *Aladdin Schools* online software to send messages or emails to any user who does not wish to receive them.
- Use the  school network to send or distribute unsolicited commercial mail, commonly known as 'spam', in bulk or individually.
- use false mail headers or alter the headers of mail messages in such a way as to conceal the identity of the sender.

## Unacceptable use by school personnel or visitors
This includes but is not limited to:
- Accessing, transmitting, or receiving any material deemed offensive, abusive, indecent, pornographic, defamatory, obscene, menacing or otherwise as prohibited by current and future statutes in force.

- Sending or receiving any material, which may be in breach of copyright (including intellectual property rights), confidence, privacy, or other rights.
- Sharing pupils' work on social networking sites or websites *other than* the school website or on Seesaw. This includes sharing or referring to a student's work, especially if it could undermine the student.
- Activity that threatens the integrity of the school's Digital Technology systems, or activity that attacks or corrupts other systems is forbidden. Such activity includes browsing system files and changing any system settings.
- Use of the network to access and/or store inappropriate materials such as pornographic, racist, or offensive material.
- Use of computing facilities for personal financial gain, gambling, political purposes, or advertising.
- Use of the *Aladdin for Schools* facility within the school for inter-staff instant messaging or chat.

## Sanctions

Pupils are expected to abide by the IAU policy. When pupils do not comply with the policy, disciplinary actions, including verbal and written warnings, withdrawal of access privileges, consequence sheets and, in extreme cases, suspension or expulsion will apply. Sanctions will be issued in accordance with the school's Code of Behaviour and Anti-Bullying Policy.

School personnel are also expected to abide by the IAU Policy. Breaches of the policy may result in personnel being immediately excluded from accessing and using the computing facilities.

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

## Legislation

- Data Protection Act 1988 to 2018 and General Data Protection Regulations GDPR
- Data Protection Amendment Act 2003
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Interception Act 1993
- Video Recordings Act 1989
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Copyright and Related Rights Act 2000


## Other Relevant Policies

- Child Safeguarding Statement
- Code of Behaviour
- Remote Teaching and Learning Policy
- Mobile Phone Policy
- Anti-Bullying Policy
- Digital School Plan

## Support Structures

The following websites offer support and advice in the area of Internet Safety:

- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/
- Be Safe Online - https://www.gov.ie/en/campaigns/be-safe-online/#
- National Cyber Security Centre - https://www.ncsc.gov.ie/news/

## Implementation and Review

### 1. Roles and Responsibilities

It will be the responsibility of the staff and pupils to implement the policy. Parents and the Board of management will support the plan.

### 2. Time Frame and Review

This policy will be reviewed every three years or earlier if the need arises.

### Ratification

The Board of Management ratified this policy at its meeting on __19/6/2024__.

Signed: _Gerry Sheanon_

Gerry Sheanon (Chairperson B.O.M.)

Signed: _Eilís Keegan_ .

Eilís Keegan (Principal)

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**Leiter, Bailieborough, Co. Cavan A:**

### Appendix 1 – Sample Class Charter for Responsible Internet Use (Junior Classes)

**We use school iPads/laptops and internet connection for learning.**

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

- I will only use an iPad/laptop when directed by my teacher or adult

- I will only use activities that a teacher or an adult has told or allowed me to use.

- I will take care of the iPad/laptop and other equipment.

- I will ask for help from a teacher or an adult if I am not sure what to do or if I think I have done something wrong.

- I will turn the screen off and tell a teacher or an adult if I see something that upsets me.

- I know that if I break the rules I might not be allowed to use a school iPad/laptop.

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## Appendix 2 – Sample Class Charter for Responsible Internet Use (Senior Classes)

**We use school iPads/laptops and internet connection for learning.**

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

- I will only use an iPad/laptop when directed by my teacher or other staff member.

- I will use child friendly search engines when using the computers to search for websites, unless my teacher has already approved that site.

- I will take care of the iPad/laptop and other equipment.

- I will ask for help from a teacher or an adult if I am not sure what to do or if I think I have done something wrong.

- When logging into the iPad/laptop, I will use my own login and password, which I will keep secret.

- I will only use activities that a teacher or an adult has told or allowed me to use. I will not use internet chat.

- When communicating online, I will not give out my home address, phone number, or arrange to meet anyone. I will only chat to people I know, or my teacher has approved and my messages will be polite and sensible.

- If I see anything that I am unhappy with or I receive messages I do not like, I will turn off the screen and tell a teacher immediately.

- I know that the school will check my work and online storage space and may monitor the internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the internet or school iPad/laptop.