

# **New Quay National School**

## **Acceptable Usage Policy for Internet Use**

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This policy supersedes policy (06/20)

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parents accept the terms of the AUP unless the school is specifically notified.

The first version of the AUP was created in 2005. It was revised over the years to take account of new technologies. In 2020, it was further updated to include Distance Learning.

### **School's Strategy**

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:

#### **General**

- Internet sessions will always be supervised by a teacher.
- Consent Filtering is in place to reduce the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' usage through classroom observation.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading or downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (Ref: Anti-Bullying Procedures)

#### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. All web sites will be vetted by the class teacher. However, children cannot use social media accounts or record images, audio or video of other pupils or staff.
- Students will never disclose or publicise personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 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.

### **Email/Online Communications**

- Students will not be given access to email.
- 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 passwords, addresses or telephone numbers or pictures.
- Students will never arrange face-to-face meeting with someone they only know online.
- Students will note that sending and receiving files is subject to permission from their teacher.
- Students will not have access to email, social media, chat rooms, discussion forums, messaging or other electronic communication fora.

### **Social Media**

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 school 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. 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 the photograph size is kept as small as possible.
- 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.
- 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 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.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

### **School Website**

Please note that the following points apply to the school's web site:

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will only appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

### **Direct Communication using Internet**

Teachers in the school may choose to use a number of tools for classroom communication e.g. seesaw, zoom. 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.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has a right to remove any person being disruptive from a synchronous lesson.
- 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.
- Under normal circumstances, staff will avoid meeting any child alone in online meetings. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- 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, further disciplinary actions may be taken.

### **Personal Devices**

Please see Mobile Device Policy for further information.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

## Ratification and Communication

The school policy on the **Acceptable Usage for Internet Use** has been amended and ratified by the Board of Management of New Quay N.S.

Gerry Naughton                      Chairperson

Mary Reidy                              Principal

This policy will be communicated to all relevant parties.

This policy will be reviewed when deemed necessary.