Internet Acceptable Use Policy (AUP)

Assumption Senior Girls National School

School Address: Walkinstown, Dublin 12

Roll number: 18170B

School Patron: Archdiocese of Dublin

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Assumption Senior GNS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil.

1

Internet use in school

1. The internet will be used for educational purposes only.

2. A teacher or adult will be present during internet sessions.

3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.

4. The school will endeavour to use filtering software to minimise the risk of exposure to inappropriate material.

5. The school will monitor pupils' internet usage as much as is reasonably possible.

6. Pupils will receive training or advice in the area of internet safety.

7. Pupils should make teachers aware of any internet safety issues they may have.

8. Uploading and downloading of non-approved material is banned.

9. Virus protection software will be used and updated on a regular basis.

10. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission.

11. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

12.   'YouTube' (and similar sites) can be accessed only when permission is received from a teacher.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only

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

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

4. Pupils will not send text messages to or from school email.

5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email.

6. Pupils will never arrange to meet someone via school email.

7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are **not** permitted to use internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website

2. Class lists will not be published

3. Pupils' full names will not be published beside their photograph

4. Digital photographs, video clips and audio clips will primarily focus on groups and group activities rather than on individual pupils.

5. Pupils may be given an opportunity to publish projects, artwork or schoolwork on the school website.

6. Teachers will select work to be published and decide on the appropriateness of such.

7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.

8. Permission to use a pupil's image on the school website will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.

9. Pupils will continue to own the copyright on any work published.

Education

Assumption Senior GNS will endeavour to regularly undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately, it is also easily removed.

Assumption Senior GNS has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Online/Remote Teaching and Learning

At times teaching and learning may be required to take place remotely through online teaching platforms.

The following points are relevant to online teaching and learning.

5

1. The school may utilise online platforms to facilitate teaching and learning (e.g. SeeSaw, Aladdin, Zoom etc.).

2. Prior to pupils engaging with these platforms' permission may be requested from the parent/guardian.

3. Parents are reminded that each platform has its own terms and conditions which all parties are required to adhere to.

4. These platforms should be used for educational platforms only.

5. School policies continue to be applicable during remote learning.

6. All relevant stakeholders are requested to engage with the school's remote learning platforms as much as is reasonably possible. The school should be notified of any obstacles to accessing these platforms.

Use of Video Calling to Facilitate Pupil's Education

1. Parents should be aware of the terms and conditions of the platform being used (e.g. Zoom).

2. Children should engage with the video call in a family space with a parent/guardian present so as to hear the content of the call.

3. The username being used (for the purposes of the video call) should be the child's initials.

4. Pupils should adhere to the school's policies including the anti-bullying and behaviour policy as is expected in a classroom environment.

5. Pupils should not engage in other forms of online communication during Zoom calls (e.g., social media platforms).

6. Recordings or pictures of zoom calls are **not** permitted and GDPR guidelines should be adhered to.

7. Parents/Guardians will be required to grant permission prior to children's engagement with online learning/video calls.

8. If a teacher finds that a pupil is not adhering to the set guidelines, they may be asked to leave the call.

9. The link for video calls should not be shared with others.

10. Parents/Guardians should revise the rules for Zoom with their child.

11. Teachers should confirm permission has been received in advance of carrying out the video call.

12. Pupils/Parents/Teachers should be familiar with the relevant operations of the platform.

13. The school's staff member will be the administrator of the call.

14. The criteria for mandated child-protection reporting remains in place for online learning.

15. Pupils are requested to be prepared for video calls and conduct themselves in a way that is that is not distracting to the learning of others.

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.

_____

<div align="center">Parents/Legal Guardians</div>

Date: _____