Acceptable Usage Policy for Internet Use and Media

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

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.
- Internet passwords will not be shared with pupils. Staff members will input the password details in devices for pupils.
- Filtering software from the PDST is used in order to minimise 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 and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks and other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

Photograph, Video and other Media

Cahermore National School often shares images, videos and other media of the pupils to celebrate and recognise the work of the pupils, on the school website. While most photography is shared electronically, there are times when photographs are shared in physical form such as local newspapers. When giving consent for a child's image to be recorded in the school, it is taken that the consent is for both digital and physical recordings. In order to reduce any possible errors, consent can either be given for all media to be recorded or none. For example, one cannot consent to an image being used for a local newspaper but not for the school website.

Photographs will show children's faces so they may be identifiable. The school will not display the full names of children next to photographs. From time to time, the school may wish to celebrate an individual's or group's achievements and may include pupil names. However, this will not be done without the prior consent of parents.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- A student may access inappropriate material by accident. Students will be expected to report accidental accessing of inappropriate materials in accordance with school procedures immediately.
- Students will use the Internet for educational purposes only during class time. Children cannot use social media account or record images, audio or video of other pupils or staff.
- Students will be taught in SPHE to 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 made 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.

Internet

The Internet has become a two-way communication system for the school and the wider community. Services such as Aladdin and Microsoft Teams form part of our web services, although not owned by Cahermore National School, and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

School Website

- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on the school website.
- The school will endeavor to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used.
- Pupils will continue to own the copyright on any work published.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Microsoft Teams and 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 the 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.
- Staff will not meet any child alone using an online meeting. 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, a referral to Child Protection services.

Personal Devices

Pupils are not permitted to have mobile phones in school. If a pupil is found to have a mobile phone in school, it will be turned off, brought to the Principal's Office and must be collected by a parent. If this is done repeatedly by a pupil, the school will refer to the Code of Behaviour for further sanctions.
Staff members may have a mobile phone in school. These should be kept on silent and only used during class time for urgent personal reasons.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
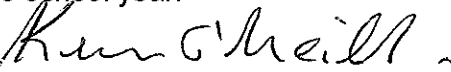- The Data Protection Act 1988

Support Structure

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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 also reserves the right to report any illegal activities to the appropriate authorities.
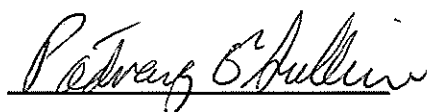
Implementation
This policy has been in operation since December 15th 2022 and is due for review in the 2024/25 school year.

Signed: _K---- O'Neill_   Date: 15th December 2022

Chairperson of Board of Management

Signed: _Padraig O'Mullin_   Date: 15th December 2022

Principal