Kilcornan N.S.,
Kilcornan,
Co. Limerick.

Kilcornan National School

Internet Acceptable Usage Policy (Pupils)

Aim:

The aim 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. Internet use and access is considered a school resource and privilege. Therefore, if the Acceptable Use Policy (AUP) is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour, will be imposed.

Introduction:

The teachers in Kilcornan National School believe in the benefits of curriculum-based internet use. Digital Literacy skills are key life skills for children and young people today and the internet is a valuable teaching and learning tool. However, in its large unregulated state, the internet can also present a number of risks for children and therefore the guidelines below will be followed when using the internet in Kilcornan National School. As stated above, 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. This policy should be read in conjunction with the school's Code of Behaviour, Anti- Bullying Policy, and ICT Policy.

Strategies:

Due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school laptop or device. The school cannot accept liability for the material accessed, or any consequences resulting from internet use. However, Kilcornan National School will employ a number of strategies and take all reasonable precautions to maximise learning opportunities and reduce risks associated with the Internet.

- Internet sessions will always be supervised by a teacher
- Filtering Software (Firewall provided by the NCTE) will be used in order to minimise the risk of exposure to inappropriate material. Level four filtering software is currently in operation. This level is currently being used by the majority of schools in Ireland. Level 4 allows access to millions of websites, while also blocking access to

websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Vigilance is constantly maintained.

- Written class contracts are agreed between pupils and teachers with regard to appropriate internet use (if teacher is allowing individual computer time)
- Pupils 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 by the IT support company employed by the school
- Pupils will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that will bring the school into disrepute
- The use of Memory sticks/Cd-Roms (other than those provided or supplied by staff) or other digital storage media in school will not be allowed in order to prevent viruses or inappropriate material entering the school system
- The school has a Digital Strategy Plan to ensure internet safety is taught in classes from 1st to 6th

Netiquette

Netiquette is defined as appropriate social behaviour over computer networks and in particular the online environment

- Pupils should always use the internet, network resources and online sites in a courteous and respectful manner
- Pupils should be polite, use correct language and not harass others or provoke fights online
- Pupils should recognise that among the valuable content online, there is unverified, incorrect or inappropriate content
- Pupils should use trusted sources when conducting research via the internet
- Pupils should not post anything online that they wouldn't want parents, teachers or future colleagues or employers to see. Once something is online, it is out there- and can sometimes be shared and spread in ways that were never intended.

World Wide Web

- Pupils will use the internet for educational purposes only
- Pupils will never disclose or publicise personal information
- Pupils will be taught appropriate use of the internet, using the www.webwise.ie teaching materials for First to Sixth class during SPHE lessons
- Pupils will be taught that downloading materials or images not relevant to their studies, is a breach of the school's Acceptable Use Policy
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Identity theft (pretending to be someone else) is in direct breach of the school's Acceptable Use Policy
- Pupils will be made aware that their usage may be monitored for unusual activity, security and/ network management reasons
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material

- Pupils will inform their teacher if they inadvertently access information that makes them in anyway uncomfortable

iPads

- The camera and recording functions may only be used under the teacher's direction
- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will immediately press the home button and report the incident to the class teacher discretely
- iPads must always be handled with care
- Any damage to, or fault with the device must be reported immediately to the teacher

Email

- Pupils will not have access to personal email facilities at school
- Students will not send or receive any material deemed inappropriate such as material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

Internet Chat

- Children in Kilcornan National School will not have access to Chat Rooms or Discussion Forums

Remote Teaching and Learning

In the case of remote teaching and learning, the Seesaw/Aladdin platforms may be used and the following will apply:

- Teachers may assign work and communicate with their pupils through Seesaw and/or Aladdin
- Pupils will use approved Seesaw accounts after permission has been set up in co-ordination with the pupils' parents/guardians
- Teachers will only approve relevant and appropriate posts
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers

Video Conferencing (zoom etc…)

- Video conferencing with parents or pupils may be required where safe access to the school building is not possible
- Video conferences will always be password protected
- When logging into a zoom call, always ensure to log in with your first name. A virtual waiting room will be set up for each meeting and anyone logging in without a name or with a generic device name will not be admitted by the staff member, to ensure the safety of all pupils.
- When joining a class video conference, pupils should be dressed appropriately

- Private messaging via a video conference is not permitted and will be disabled by the staff member hosting the meeting
- Screen sharing, except for the host will also be disabled for participants
- Our school Code of Behaviour applies in all online communication
- Participants must mute their microphone when not talking, only turning it on if you are asked to speak
- The host of the call can also mute and unmute pupils accordingly
- The host of the call reserves the right to remove any participants from the class video conference who are behaving in a way that is contrary to our school values
- We ask that families arrange a suitable space for their child when joining a class video conference
- Participants should stay seated and present for the meeting
- A video conference will never involve a 1 to 1 contact between a staff member and a pupil. The pupil's parent/guardian will always be present in the same room as the pupil for the duration of the call.

School Website: www.kilcornanns.ie

- Designated teachers will manage the publication of material on the school website
- Personal Pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Pupils may be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a student's work will be sought from pupils' parents/ guardians on the child's annual permission form. This permission may be withdrawn at any time, but it is the responsibility of the parent/guardian to inform the school of such.

Facebook and Instagram

The purpose having of a school Facebook and Instagram page is to provide:

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with a wider audience regarding positive advertisement of the school and promotion of the school
- Communication with a wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc…
- Continued advancement of our school communication system
- Strengthening home-school relationships

Facebook and Instagram

- Facebook and Instagram will be run by a team of designated teachers including the Principal, Deputy Principal and Social Media Co-Ordinator.

- Photo permission will be sought from parents at the start of each year, via our annual permission form
- Photos will contain no less than two pupils
- In exceptional circumstances, pupils' first names may be used but no full name or personal information relating to any pupil will be used on these platforms
- Inappropriate or harmful comments or content will be removed at the earliest opportunity, and the party involved will be blocked

Personal Devices

- Personal devices are not allowed in Kilcornan National School. These include mobile phones, iPads, laptops, tablets and any devices with access to the internet
- Camera phones and other media devices are not allowed in an effort to provide for children's safety and privacy
- Pupils are not allowed to bring personal devices on school tours or any external school events
- If, in exceptional circumstances a pupil needs to bring a phone to school to make contact with a parent after school, the mobile phone should be presented, with a note from the parent, to the class teachers at the start of the day. The school does not accept responsibility for phones handed into staff members.
- Any pupil caught using their own device in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPhone, tablet or gaming device will be in direct breach of the school's Acceptable Use Policy. The device will be confiscated and will be kept for collection. The parents/guardians will be notified of the confiscation and can retrieve the device by calling to the school.

Cyberbullying

Cyberbullying can be defined as '*The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone*'

- 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 consequences and sanctions for those involved
- The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school and discussed as part of the Stay Safe Programme in addition to other key areas of the curriculum

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

Legislation

The school will, where requested, provide information on the following and relevant legislation relating to the use of its internet resources.

- Education Act 1998
- Childcare Act 1991
- Child Protection (Amendment) Act 2000
- Data Protection (Amendment) Act 2003
- Interception Act 1993
- Video Recording Act 1989
- Child Trafficking and Pornography Act 1998

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.

Ratification and Communication

This policy was reviewed and ratified by the Board of Management on 28th September 2023. It will be reviewed again when circumstances deem it necessary.

In registering children in Kilcornan National School parents are expected to support teachers in following the policies and procedures of the school. A copy of all policies and procedures is available for view by all parents. Parents are informed at the start of every school year that they may view all policies and procedures if they so wish by appointment

A copy of this is available to all parents and members of the school community and it will also be published on the school's website.

Signed: Tom Cantillon Date: 28th September 2023

Chairperson, Board of Management

Signed: Shirley Balfry Date:28th September 2023

Principal

Appendices

1. Permission form to be signed by Parents
2. Internet safety for Parents
3. Internet safety for Pupils



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Appendix 1

Permission Form

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal/Class Teacher.

School Name: Kilcornan National School

Name of Student: _____

Parent/Guardian

As the Parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I understand that a teacher will always be present when my child is using the internet and that as a consequence of being part of the NCTE provider, a strong firewall system, approved by the DES, constantly filters the system. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept this policy

Signature:_____ Date:_____

Appendix 2
Internet Safety Advice for Parents

- **Discover the Internet together**

Be the one to introduce your child to the internet. For both parent and child, it is an advantage to discover the internet together. Try to find websites that are exciting and fun so

that together you achieve a positive attitude to internet exploration. This could make it easier to share both positive and negative experiences in the future.

- **Agree with your child rules for Internet use in your home**

Try to reach an agreement with your child on the guidelines which apply to Internet use in your household. Here are some tips to get started:
Discuss when and for how long it is acceptable for your child to use the Internet
Agree how to treat personal information (name, address, telephone, e-mail)
Discuss how to behave towards others when gaming, chatting, e-mailing or messaging
Agree what type of sites and activities are OK or not OK in our family
Follow the rules yourself! Or at least explain why the rules are different for adults.

- **Encourage your child to be careful when disclosing personal information**

A simple rule for younger children should be that the child should not give out their name, phone number or photo without your approval. Older children using social networking sites like Facebook should be encouraged to be selective about what personal information and photos they post to online spaces. Regardless of privacy settings, once material is online you can no longer control who sees it or how it is used.

- **Talk about the risks associated with meeting online "friends" in person**

Teach your child not to meet anyone, stranger or otherwise, without your permission.

- **Suitability**

Make sure the games your child is playing are suitable and age appropriate. Call of Duty: Black Ops and Grand Theft Auto or other 15/18 rated games are unsuitable for primary school children. Social media sites like Tik Tok, WhatsApp, Snapchat, Facebook, Twitter, Instagram etc… have an age rating of 13 years. Primary school children should not be using them. the digital age of consent in Ireland is 16.

- **Encourage respect for others**

Encourage respect for others and help stamp out cyber-bullying. Encourage your children to STOP, BLOCK, and TELL if they are being cyberbullied. Record everything. Keep all text messages, keep a note of calls, screen shot images and messages.

- **Teach your child about evaluating information and being critically aware of information found online.**

Most children use the internet to improve and develop their knowledge in relation to schoolwork and personal interests. Children should be aware that not all information found online is correct, accurate or relevant. Show your child how to check information they find by comparing it to alternative sources on the same topic. Show them trusted sites they can use to compare information.

- **Traceability**

  Teach your child that all comments posted online can be traced to the I.P address of the internet device and that posting anything online has ramifications. Images posted are permanent and anything can be passed on and exploited.

- **Don't be too critical towards your child's exploration of the Internet**

Children may come across adult material by accident on the web. Also, a child may intentionally search for such websites; remember that it is natural for children to be curious about off-limits material. Try to use this as an opening to discuss the content with them, and then you can make rules for this kind of activity.

- **Let your children show you what they like to do online**

To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.

- **Remember that the positive aspects of the Internet outweigh the negatives.**

The Internet is an excellent educational and recreational resource for children. Encourage your child to make the most of it and explore the internet to its full potential.

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Appendix 3: AUP Pupil's Pledge

Internet use in school:

• I will only go on websites that have been approved by my teacher
•I will not visit an inappropriate site on purpose.
• If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me
• I will use the internet and digital media for educational purposes only
• I will always use a safe search engine to look up images
• I am fully aware that everything I do on a school laptop/iPad is monitored by the school
• I will never access my personal email account in school
• I will never access chat rooms, social media platforms, or gaming sites in school

iPad Use in school:

• I will take good care of my iPad
• I will keep food and drinks away from my iPad since they may cause damage to the device
• I will not disassemble any part of my iPad or attempt any repairs
• I will use my iPad in ways that are appropriate
• I understand that my iPad is subject to inspection at any time without notice
• I will only photograph people with their permission and with my teacher's permission
• I will only use the camera or the microphone when my teacher tells me to
• I will only use the iPad as instructed by the teacher and use the right app at the right time
• I will never use the iPad or another person's iPad to cause offence or damage or upset
• I will never share any images or movies of people in a public space on the internet unless I am asked to do so by my Teacher

Mobile Phone/ and all other devices with Internet Access Use in school:

• I will not bring in mobile devices such as phones, cameras, memory sticks, software from outside school to use in school or take them on school trips.
•I will never send text messages, emails and comments on any social media that are harmful and hurtful to another person.
• I will never give out my name, address, phone number to anyone online
• I will not share personal information about another person online
• I will always use my Username and not my real name on websites so that I can protect my identity
• I will never arrange to meet anyone I meet online in person
• I will not use my phone or any personal device, to take photographs or videos or audio recordings of any person without their permission
• I will not upload any photos to any site or social media forum without getting permission
• My password is my own and I will not share it – even with my best friend

Signature: _____ Date _____