



Francis Street School

Internet Acceptable Use Policy

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Date of Commencement	30/09/2019
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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Francis Street School.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Francis Street School.

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

Francis Street School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Francis Street School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Francis Street School implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Francis Street School through the Webwise.ie programmes.
- Francis Street School will participate in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and pupils.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal or the deputy principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the ICT coordinator.

This policy was presented to the Board of Management on the _____

This policy was presented to the Parents on the _____

Chairperson of Board of Management

Fiona Collins, Principal

Brendan Goggin, ICT Coordinator

Content Filtering

Francis Street School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Web Browsing and Downloading

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

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher who will log these incidents with the ICT coordinator.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed by students at Francis Street School with the expressed permission from staff.

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

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Francis Street School:

- Use of instant messaging services and apps including Snapchat, Whatsapp, G Chat etc. is not allowed by students in Francis Street School.
- Use of video streaming sites such as YouTube and Vimeo etc. is with expressed permission from teaching staff and under their strict supervision.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Francis Street School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Francis Street School into disrepute.

Mobile Phones

Children are not allowed to use mobile phones in the school. If a child is required to bring a mobile phone to school to make contact with their parents after school, the mobile phone should be left in the office for the duration of the school day. The school will not accept responsibility for mobile phones not handed into the office.

Personal Devices

Pupils are not permitted to bring their own technology to school without the expressed permission from staff. Pupil bringing their own technology to school with this expressed permission from staff should follow the rules set out in this agreement, in the same way as if they were using school equipment.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Francis Street School pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Francis Street School.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, school Twitter, school Instagram and other school social media platforms.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Cyberbullying

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

Measures are taken by Francis Street School to ensure that staff and pupils are aware that bullying is defined 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.

This definition includes cyber-bullying even when it happens outside the school or at night. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them

- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated.
- Students are encouraged to report an incident or any communication that constitutes cyberbullying to the school or any member of staff.
- The school will take any report of cyberbullying seriously and will investigate credible reports immediately

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

Commented [BG1]: Are you happy with this?

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

The publication of student work will be coordinated by a teacher.

Francis Street School will avoid publishing the names of pupils in video or photograph captions published online.

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
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988