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Acceptable User Policy (AUP) for Gortjordan National School

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:
- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

- This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Gortjordan National School.

- It also applies to members of staff, volunteers, visitors and others who access the internet in Gortjordan National 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.

- Gortjordan National 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 Gortjordan National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

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Gortjordan National 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.
- Teachers will be encouraged to part take in continuing professional development opportunities in the area of internet safety.
- Gortjordan National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- The school Board of Management, The Principal and teaching staff.
- This policy has been developed by a working group including: Principal, Deputy Principal, teachers and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Internal monitoring data for network activity.

- Should serious online safety incidents take place, Erica Gibbons or Elaine Hession should be informed.

- The implementation of this Internet Acceptable Use policy will be monitored by The Board of Management of Gortjordan National School.

Content Filtering

Gortjordan National 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.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

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

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- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils and staff 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.
- Pupils will use the school's internet connection only for educational purposes.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- 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 allowed with staff permission.
- 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 allowed at certain times at Gortjordan National School.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

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This policy applies to personal websites such as social networking sites (for example Facebook), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

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

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed at certain times in Gortjordan National School.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Gortjordan National School.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Gortjordan National School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Gortjordan National 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 Gortjordan National School into disrepute.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Gortjordan National School:

- Pupils are not allowed to bring personal internet-enabled devices into Gortjordan National School.

Images & Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.

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- 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 Gortjordan National School pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos 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 Gortjordan National School.
- Taking 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/facebook page. This permission is contained on the school enrolment form and forms part of the schools AUP.
- 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.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person’s sexuality, appearance etc.

Access to technology means that cyber-bullying can happen around the clock and the pupil’s home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Gortjordan National School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

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

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

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/facebook page.
- The publication of student work will be coordinated by a teacher.
- Gortjordan National School will use only digital photographs, audio or video clips of focusing on group activities.
- Personal student information including home address and contact details will not be published on Gortjordan National School web pages.
- Gortjordan National School will avoid publishing both the first name and last name of pupils in video or photograph captions published online.

Remote Learning Policy and Online tools in use at Gortjordan National School

As part of the school Digital Strategies Plan and to enhance teaching and learning in the school a number of online tools, websites and Apps will be used during class and at home as required. As part of their use this will involve your child's teacher and parents when required to sign up to such online tools on behalf of your child. These may include the following;
- SeeSaw
- Google Classrooms
- Scoilnet – Scoilnet Learning Paths
- Socrative
- Padlet
- Jolly Phonics
- Know Your Ireland/Know your Europe
- Kahoot
- Mathletics.co.uk
- Go Noodle
- Vocaroo
- Class Dojo
- Book Buzz

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- Mystorybook.com
- Book Creator
- Manga High
- Scratch
- Lightbot
- Google Meets
- Zoom

Or any other educational apps/sites when available and appropriate.

This policy was ratified on the 03/12/20.

Signed : Amanda Coleman (Chairperson of the B.O.M) Date: 03/12/20

*Signed: Erica Gibbons (Principal/Secretary to the B.O.M)*Date: 03/12/20

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