



Roscommon Town,
Co. Roscommon.
Tel: 090 66 26872
Fax: 090 66 26872
Email: info@comanswoodprimary.ie
www.comanswoodprimary.ie

We provide children with a well rounded education in a safe, nurturing, inclusive environment, where everyone feels happy and respected, facilitating all to reach their full potential.

Internet Acceptable Use Policy (AUP) **May 2024**

Introduction:

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.

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 AUP applies to pupils who have access to and are users of the internet in St. Comán's Wood. It also applies to members of staff, volunteers, parents, carers and others who access the internet within St. Comán's Wood.

Misuse of the internet may result in disciplinary action, including withdrawal of access privileges and, in extreme cases, suspension or expulsion. Incidents involving the internet fall under minor/serious/gross misdemeanours as outlined in our school's 'Code of Behaviour' policy and any sanctions taken will be in line with the behaviour policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

St Comán's Wood may be notified of 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 St Comán's Wood NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school.

Strategies implemented across the school to promote internet safety:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum and Stay Safe Programme.
- Internet safety advice and support opportunities are provided to pupils in St Comán's Wood NS through recommended programmes as outlined on www.webwise.ie

Chairperson: Mrs. Marie Doorly

Principal: Dr. Úna Feeley

This policy has been developed by a working group including: Principal, Deputy Principal, ICT post holders, teachers and representatives of the Board of Management.

This policy and its implementation will be reviewed annually and shared with the following stakeholders: Board of Management, all staff, pupils, and parents.

The school will monitor the impact of the policy using:

- Logs of reported incidents with notes added to pupil's log of actions pages (if necessary)
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

If serious online safety incidents take place, the Principal, Deputy Principal and ICT post holders should be informed.

Content Filtering:

St Comán's Wood NS has chosen to implement a high level of content filtering through the PDST/ Oide content filtering.

This level allows access to millions of websites including education and video streaming sites such as Seesaw and YouTube etc. The best effort is made to create a safe online learning environment for users within the school.

In the case of a child using assistive technology, that may bring their device home and therefore outside of the school's content filtering, parents must take responsibility for the monitoring of the use of the internet at home and ensuring that the device has not accessed any inappropriate material that could be brought back into the school.

Web Browsing, Digital Learning:

- 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.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils will use the school's internet connection only for educational activities.
- Pupils will not try to download or view any material that is illegal, obscene, defamatory, of a sexual nature or that is intended to annoy or intimidate another person.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Uploading by pupils of video either during or after school hours when in school uniform/ representing the school/during school time including school tours and activities is not allowed without the knowledge/ permission of their teacher.
- Pupils will not open (or interfere with) the work of other pupils available on the shared student@comanswoodprimary.ie google drive, unless explicitly authorised to do so by a teacher.

Email and Messaging:

- The use of personal email accounts by children is not permitted in St Comán's Wood NS. Pupils will use approved class/teacher email accounts only under supervision by or permission from a teacher. Our dedicated student email account is student@comanswoodprimary.ie, and children may use this account.
- Students with assistive technology may be given their own personal email address under the school domain, to enable them to learn how to manage and organise their documents into folders within their drive etc.
- Parents would be consulted in advance before a personal email address is set up and they must be willing to share responsibility for managing and monitoring the use of this email account, ensuring it is for school purposes only. The account would be removed from the school domain when the child finishes 6th class/leaves the school permanently.
- Pupils should not use class/school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, defamatory, containing content of a sexual nature 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 following statements apply to the use of messaging, blogging and video streaming services in St Comán's Wood NS :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Google Chat etc. is not allowed by students in St Comán's Wood NS. Use of video streaming sites such as YouTube and Vimeo etc. is permitted with permission from teaching staff.
- 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 St Comán's Wood NS community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St Comán's Wood NS 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 St Comán's Wood NS into disrepute.
- Staff and pupils must not represent their personal views as being those of St Comán's Wood NS on any social medium.

Pupils who engage in the misuse of social media during school or during events where they are representing the school, will be subject to disciplinary action as outlined in the school's behaviour policy.

Personal Devices:

- Pupils are not allowed to use personal internet-enabled devices in school. This includes mobile phones and smart watches.
- Pupils whose parents wish them to have their personal device for use before/after school, must hand up their device each morning to their class teacher. They can collect it from their class teacher/or afterschool activity staff member, when they are due to leave the school grounds. Failure to do so will result in disciplinary action as outlined in the school's behaviour policy.
- Pupils who have been granted assistive technology will have access to an internet-enabled device for learning purposes only. It should only be used as part of school work as agreed by parents and the class teacher. These devices should be in standby mode/turned off while pupils are eating before break/lunch and if pupils are inside for break/lunch on rainy days. They are expected to follow all rules/guidelines as outlined in this document and the school's behaviour policy.

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. Once images/videos have been shared with relevant teachers involved with school initiatives, or shared with staff who upload images to the website/social media, the images/videos should be deleted off the device they were taken on.
- At St Comán's Wood NS, 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 only allowed with permission from staff. Pupils should never be taking images or videos of themselves and/or others during school or during school related activities, without direct permission from a teacher. Doing so will result in disciplinary action as outlined in our behaviour policy.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website and/or official school social media pages. This is done through the school enrolment form.
- 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.
- Sharing images/content of a sexual nature and in particular images/content of a sexual nature involving pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved, as outlined in our behaviour policy.

Cyberbullying:

- 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 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 even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message, 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 cyberbullying 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- The publication of student work will be coordinated by a teacher.
- St Comán's Wood NS will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will not be published on St Comán's Wood NS web pages.
- St Comán's Wood NS will avoid publishing the first name and last name of pupils in video or photograph captions published online, unless parental permission has been granted in advance of publishing.

Ratification:

This policy was reviewed by the Board of Management on: 30th May, 2024

<p><i>Marie Dooley</i></p> <p>Chairperson of the Board of Management</p>	<p><i>Una Feeley</i></p> <p>Principal/Secretary of the Board of Management</p>
---	---