

Assumption Junior School

Internet Acceptable Use Policy (AUP)

**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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. It is envisaged that the School Authorities will revise the AUP regularly in line with developing technological issues.

This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying. This policy has also been adapted to reflect the facilitation of Distance Learning during the COVID 19 pandemic.

**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.
* The school will regularly monitor pupils’ Internet usage.
* 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.
* The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Services such as Aladdin, Class dojo, Wordpress, Twitter and other social media can be used by the school to communicate with parents. These services, although not owned by Assumption Junior School, form part of our web services and all content that is placed on these services falls under this policy.
* Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.
* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.

**Web browsing and Downloading**

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials to the class teacher.
* Should serious online safety incidents take place, the school Principal, should be informed.
* Students will use the Internet for educational purposes only.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students will never disclose or publicise personal information.
* Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Students will not have access to chat rooms, discussion forums or other electronic communication forums outside of school approved sites.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.

**Content Filtering**

Assumption Junior 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.

**Telephony/Video Conferencing**

* Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.
* During Covid 19, staff may be requested to contact their pupils. Teachers and SNA’s keep note of the calls or attempted calls. SNA’s to report to the teachers the calls they have made. The purpose of the calls is to check in with the pupils. Staff are directed to block their mobile number and where possible, to use one of the two nokia phones which are available to use within the school.
* During Covid 19, staff may be requested to video conference other professional organisations or parents. These meetings should be made in consultation with the School Principal. No unauthorised recordings of school business must take place.

**Use of Video Calling to Facilitate Pupil’s Education**

* Parents should be aware of the terms and conditions of the platform being used (e.g. Zoom).
* Children should engage with the video call in a family space with a parent/guardian present so as to hear the content of the call.
* The username being used (for the purposes of the video call) should be the name of the child.
* Pupils should adhere to the school’s policies including the anti-bullying and behaviour policy as is expected in a classroom environment.
* Pupils should not engage in other forms of online communication during Zoom calls (e.g., social media platforms).
* Recordings or pictures of zoom calls are **not** permitted and GDPR guidelines should be adhered to.
* Parents/Guardians will be required to set up each zoom call. Our Zoom sessions operate through ‘Implied Consent’, whereby allowing pupils to take part indicates parental consent.
* If a teacher finds that a pupil is not adhering to the set guidelines, they may be asked to leave the call.
* The link for video calls should not be shared with others.
* Parents/Guardians should revise the rules for Zoom with their child.
* Pupils/Parents/Teachers should be familiar with the relevant operations of the platform.
* The school’s staff member will be the administrator of the call.
* The criteria for mandated child-protection reporting remains in place for online learning.
* Pupils are requested to be prepared for video calls and conduct themselves in a way that is not distracted to the learning of others.

**Email messaging**

* The use of personal email accounts is allowed by Staff members only, at Assumption Junior School.
* Staff members at Assumption Junior School will not use personal email to communicate with parents. Staff members will use year group email addresses and *Aladdin* Connect, to communicate with parents, these addresses are as follows:

juniorinfants@assumptionjns.com

seniorinfants@assumptionjns.com

firstclass@assumptionjns.com

secondclass@assumptionjns.com

**Covid-19 and Distance Learning**

* Staff members at Assumption Junior School will communicate with parents through the *Aladdin Connect* platform where ‘Restricted movements groups’ will be assigned schoolwork while the school is open, or where all classes are assigned schoolwork during forced school closures.
* Assumption Teachers will post schoolwork, which may include links to youtube or vimeo videos. *Aladdin Connect* must be accessed and supervised by parents.
* Parents can post photos of their children’s work to *Aladdin Connect*, which may include photos of their child. Class Teachers will correct the work posted and add encouraging comments where appropriate.

**Social Media**

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

* Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. by students, is not allowed in Assumption Junior School.
* Use of blogs such as Word Press, Tumblr etc. is allowed in Assumption Junior School with express permission from teaching staff.
* Use of video streaming sites such as YouTube and Vimeo etc. is with express 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 Assumption Junior School Community.
* Staff and pupils must not discuss personal information about pupils, staff and other members of the Assumption Junior School Community on social media.
* Staff and pupils must not engage in activities involving social media which might bring Assumption Junior School into disrepute.
* Staff and pupils must not represent personal views as those of the Assumption Junior School on any social medium.

**Personal Devices**

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

* Pupils are not allowed to bring personal phones or internet-enabled devices into Assumption Junior School.

**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.
* Assumption Junior 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 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.
* Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
* Photographs of pupils will be taken using school devices such as amazon fire tablets or ipads only.

**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.

**School Website – www.assumptionjns.com**

* 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.
* Pupils will continue to own the copyright on any work published.
* Personal student information including home address and contact details will not be published on Assumption Junior School web pages.
* The Assumption Junior School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

**Assumption Junior School Twitter account:**

The purpose having of a school Twitter account is to provide;

* Communication with parents regarding specific events & activities
* Communication with wider audience regarding positive advertisement of school & enrolment dates
* Communication with wider audience of school life via photos of pupil’s projects, notice boards, etc.

**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 1998
* The Data Protection Act 1998

**Sanctions**

* 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.
* Sharing explicit images of other pupils automatically incurs suspension as a sanction.

This policy was created in September 2019 and will be reviewed regularly by the School Principal, ICT Co-Ordinator and Board of Management. This policy was reviewed during the Covid 19 Pandemic during term 2 2020/2021.

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**Ratified by: Chairperson, Board of Management**

**Date: 09/02/2021**

**Permission Form**

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Student’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students’ work on the school website.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**School Name**: Assumption Junior School

**Name of Student**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class/Year**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_