 **SCOIL MHUIRE GREENHILL**

**CARRICK-ON-SUIR COUNTY TIPPERARY E32 WN66 PHONE 051 640383 FAX 051 641634**

 **E-MAIL :** **greenhill@eircom.net** **www.scoilmhuirecos.ie**

Internet Acceptable Use Policy

**Introduction**

 An Acceptable Use Policy (AUP) is a document that addresses all rights, privileges, responsibilities and sanctions associated with the Internet, computer and personal device use. The aim of our school’s 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. Therefore, if the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. The policy should be read in conjunction with the school’s Code of Behaviour and Anti-Bullying Policy

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 Scoil Mhuire .

It also applies to members of staff, volunteers, parents, SNAs and others who access digital content relating to Scoil Mhuire .

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

Scoil Mhuire 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 Scoil Mhuire will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Mhuire implements the following strategies in promoting internet safety:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
* Internet safety advice and support opportunities are provided to pupils in Scoil Mhuire through our Induction, Pastoral Care and ICT programmes as well as during general class usage.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* Scoil Mhuire participates in Safer Internet Day activities to promote safer more effective use of the internet.

Should serious online safety incidents take place, the Principal or Deputy Principal should be informed.

This policy has been developed by the Digital Learning Team in consultation with teachers, pupils, parents/guardians and representatives of the Board of Management.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Team.

This policy and its implementation will be reviewed periodically by the Board of Management.

**Content Filtering**

Scoil Mhuire has chosen to implement the following level on content filtering on the School’s 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.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

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

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, career development activities and approved school 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.

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 only allowed at Scoil Mhuire with express permission from members of the teaching staff.
* 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 use approved school email accounts in a responsible manner.
* Pupils should be aware that email communications can be viewed by the IT administrator.

Pupils will not send any material that is illegal, obscene, or 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.

The Scoil Mhuire Community should only expect responses to digital communications within normal working hours.

**Social Media**

The school’s social media account will be coordinated and monitored by designated staff members. Scoil Mhuire encourages the responsible use of social media to enhance and promote school activities and initiatives.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Mhuire :

* Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in Scoil Mhuire only with express permission from teaching staff.
* Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Mhuire only with express permission from teaching staff. .
* Use of video streaming sites such as YouTube and Vimeo etc. is allowed only 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 and other members of the Scoil Mhuire community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Mhuire 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 represent their personal views as those of Scoil Mhuire on any social medium.

**Personal Devices**

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices e.g. smart phones, tablets and digital music players in Scoil Mhuire :

* Pupils are allowed to use personal internet-enabled devices during lessons with express permission from teaching staff.
* Pupils may, when away on school activities or trips, be allowed to use personal devices by the supervising teacher(s) at specific times for specific purposes.
* The use of personal devices is restricted in line with the School Code (See Appendix 1 Mobile Phones).

**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.

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

At Scoil Mhuire pupils must not take, use, share, publish or distribute images of others without their permission.

Prior to enrolment parents are given the opportunity to grant or withdraw permission for photos of their daughter to be taken and or used on the school website or social media.

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

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

**Cyber-bullying**

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 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.

**School Website**

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.

Scoil Mhuire 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 Scoil Mhuire web pages.

**Office 365 for Education**

This is a collection of services that allows teachers and students to collaborate and share school work. Each student is assigned an Office 365 account accessed using a school email address and password. It is envisaged that this account will be used by students when engaging in school work or collaborating with teachers/students in the course of school work.

The school does not accept responsibility for students’ use of Office 365 outside of school time. As this account can be accessed through a web browser, students will have access both in school and at home.

Pupils are responsible for having their login details available during school hours. Pupils should report any account issues – locked out, no access to their class teacher.

Parents are required to monitor the students’ use of the account outside of school cloud storage.

This facility is designed to allow teachers/students to store school related work/projects, making it accessible to use from home or elsewhere.

Pupils should only upload course related documents/work. Pupils should not allow anyone else to access their OneDrive. Pupils are not permitted to access or modify another student’s OneDrive. Pupils should not reveal their password to anyone.

The responsibility for what is stored and uploaded to OneDrive lies with the students and parents.

Mobile Phones

Mobile phones have become a powerful source of communication. In Scoil Mhuire it is recognised that mobile phones can enhance learning and have a positive educational impact. The Management and Staff of Scoil Mhuire request parents to work with the school in guiding and supporting their children to become good digital citizens thereby helping to develop their children’s knowledge in the correct and safe use of mobile technology.

Teachers may allow appropriate use of mobile phones to aid and support learning.

Where students bring a mobile phone to school, the phone must be powered off and out of sight on school grounds unless under the specific instruction and supervision of the class teacher.

Any deviation from this will result in the phone being confiscated. A discipline slip will also be issued. The confiscated phone will be held in the Main Office and will only be returned to a parent/guardian at the end of the school day. (The Main Office closes at 4pm).

Refusal to hand over a phone may result in suspension from school.

If a student is unwell or needs to contact home, they must follow the recognised school procedures through their Year Head, Deputy Principal, Principal and not by mobile phone.

Parents who need to contact their child should phone the school office and every reasonable effort will be made to relay the message promptly.

Students attending after school study are only permitted to check their phones for messages in the Senior GPA prior to the start of study.

The inappropriate use of the camera, video, voice recording function on a student’s mobile phone e.g. unauthorized recording, taking photos, infringement of privacy, cyber-bullying or threatening behavior will be dealt with very seriously. This may result in suspension and or referral to the Board of Management. It should be noted that it is a criminal offence to menace, harass or offend another person and the school may consider it appropriate to involve the Gardaí.

It is strongly advised that students keep their password/pin numbers confidential to prevent unauthorised use of their phones by other students.

The school accepts no responsibility or liability for the loss of, or damage to a student’s mobile phone.

Dear Parent/Guardian,

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Re: Internet Permission Form

As part of the school’s education programme we offer students supervised access to the Internet.  This allows students access to a large array of online educational resources that we believe can greatly enhance a student’s learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school.  These responsibilities are outlined in the school’s Acceptable Use Policy (enclosed).  It is important that this enclosed document is read carefully, signed by a parent /guardian and student and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family’s right to decide whether or not to allow their children access to the Internet as defined by the school’s Acceptable Use Policy.

Having read the terms of our school’s Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Brendan O’Dwyer

Principal

Permission Form

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

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Student

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. .

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my 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.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_