Scoil Mhuire, Moylagh

Internet Acceptable Usage Policy

_____Updated: May 2021_____

Educationalists believe in the benefits of curriculum based internet use. The purpose of theInternet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the internet.

Scoil Mhuire, Moylagh will employ a number of strategies to maximise learning opportunities and reduce risks associated with the I-Pads, chromebooks and the internet. These strategies are as follows:

1. Acceptable Usage policy (AUP)
2. Education
3. Filtering/Monitoring

Internet

1. Children using the internet will be working during class time and will be supervised by an adult (usually the class teacher) at all times.
2. If teachers are doing an internet search on an Interactive Whiteboard, they blank the screen.
3. Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
4. Children are not allowed to do their own searches in search engines such as Google. The only place a child is allowed to do an internet search is http://kids.yahoo.com/.
5. Pupils will be taught to use the internet responsibly in order to reduce the risk to themselves and others.
6. Our Rules for Responsible Internet, Chromebook and I-Pad Use will be posted near computer systems.
7. The Principal will monitor the effectiveness of internet access strategies.
8. The principal will ensure that the policy is implemented effectively.
9. Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed regularly.
10. The school will regularly monitor pupils' Internet usage.
11. Uploading and downloading of non-approved software will not be permitted.
12. Virus protection software will be used and updated on a regular basis.
13. The use of USB keys or CD-ROMs in school requires a teacher's permission.
14. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

15. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
16. Pupils will be taught to evaluate the content of internet sites and if they encounter any material they are uncomfortable with they tell the teacher immediately.
17. 'YouTube' can only be accessed under the supervision and direction of the class teacher.
18. Visitors/Guest speakers will be given access to the school Wi-Fi system with the permission of the principal only.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for Educational purposes only.
2. Students will only use approved class email accounts under supervision by or permission from a teacher.
3. Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school email.
5. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
6. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
7. Students will note that sending and receiving email attachments is subject to permission from their teacher.

Google Classroom

1. When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
2. Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
3. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
4. Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
5. Students will note that sending and receiving email attachments is subject to permission from their teacher.
6. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers.
7. Scoil Mhuire Moylagh maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe inappropriate use or breach of school policies have occurred.

Distance Learning

1. In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

2. The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.

3. In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@school name.ie

4. Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.

5. If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.

6. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Internet Chat

1. Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.
2. Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.
3. Students should not engage in online chat if they are not supervised by their parent/ guardian or teacher.

School Website

Our school website is www.moylaghns.com

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' full names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Teachers will select work to be published and decide on appropriateness of such.
7. Permission to publish a student's work has been sought from the parents/guardians of current pupils and will be sought for future pupils on the schools pre-enrolment form. This permission can be withdrawn at any time.

Education

Scoil Mhuire, Moylagh will endeavour to educate children on the safe, responsible use of the internet. 21st century life presents many dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks to become internet wise.

Internet safety and learning to be 'Web Wise' will be taught informally while children are using laptops/chromebooks/ IPads and also in isolation as part of SPHE. This will specifically deal with Cyber bullying in the senior classes. Guest speakers will be engaged by the school every two years to speak to the children in 3rd – 6th classes about Cyber bullying.

In cases where the distant learning is instructed by the Department of Education, the staff will endeavour to ensure continuity and progression in learning, to affirm students' work and to ensure that students stay motivated and focused while working at home. This will be achieved through the provision of regular assignments sent by email, text or phone to students that are purposeful, manageable and can be carried out independently. Teachers will provide regular, supportive and customised feedback to students on the work submitted. There will be a whole school approach to engagement with students to ensure consistency of approach so as not to overburden students or their parents and guardians.'

Filtering

The school will use the internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate; the most effective tool is adult vigilance. At Scoil Mhuire, Moylagh, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers, laptops or IPads is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built in "safe search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on **settings** followed by **search settings** on any Google page.

See attached page for Level of Filtering

Sanctions

If a pupil deliberately misuses the IPad, chromebook, internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action including the withdrawal of access privileges.

Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

Since this policy was last reviewed and ratified by the Board of Management, it has now been fully reviewed and updated in line with most recent guidelines.

This policy was adopted by the Board of Management on _____14/5/21_____

Signed: Marion Flood   *Marion Flood*

Signe

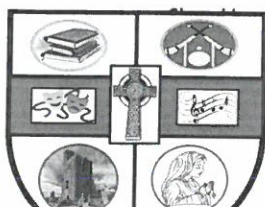## Content Filtering Level Form   (CFL form)

To request a particular content filtering level for your school please fill in the below remembering to include your School Roll Number.

School Roll Number :- 119780

School Name :	
Content Filtering Levels	**Tick One Box**
Level 1: This level is the same as Level 2 but **blocks** websites belonging to the **Internet Communications** and **Personal Storage** category.	☐ Yes Level 1
Level 2: This level is the same as Level 3 but **blocks** websites belonging to the **Games** category.	☐ Yes Level 2
Level 3 This level is currently used by the vast majority of schools. It gives access to millions of websites including games but **blocks** 'YouTube' and websites that are categorized as **Personal** such as blogs and **Social Networking** such as Facebook.	☐ Yes Level 3
Level 4 This level allows access to the same websites as Level 3, but also allows access to 'YouTube'.	☑ Yes Level 4
Level 5 This level allows access to the same websites as Level 4, but also allows access to websites that are categorized as **Personal** such as blogs.	☑ Yes Level 5
Level 6 This level allows access to the same websites as Level 5, but also allows access to websites that are categorized as **Social Networking** such as Facebook.	☐ Yes Level 6

Table 1: All Filtering Levels are designed to block content of an illegal or pornographic content.

As Principal I confirm the following on behalf of the school:

1. The school wishes to request a change to content filtering as per Table 1 (above).
2. The school has an appropriate AUP in use regarding content filtering level
3. School Authorities will inform staff and students that Internet and email use will be monitored and that inappropriate use of the service may result in sanction by the school.
4. The school accepts that it has obligations in relation to the provision of the service, in terms of non-abuse of the service, and confirms that it has an Acceptable Use Policy (AUP) in operation in the school and that it complies with the guidelines on School Internet AUP, at www.pdsttechnologyineducation.ie/InternetSafety and specifically with reference to supervision of online access.
5. The School understands and accepts the risks associated with using schools broadband at all levels of filtering and accepts that there are increased levels of risk associated with levels 4 to level 6.
6. The School understands and accepts that where a school is engaging in inappropriate online behaviour the Broadband Schools team reserve the right to take whatever actions are required to protect the network and other schools. This may require disconnecting the 'offending school' until the situation is resolved satisfactorily.
7. If a user accesses material which is considered inappropriate for schools, this should be reported to an appropriate staff member or school Principal, as per schools AUP, who are then recommended to report the matter to the Broadband Service Desk.

Emma Colgan   Roll No: 119780

Name *(in capitals):*   EMMA COLGAN   Date: 13/4/18

Please return this signed form to
Broadband Service Desk, P.O. Box 10101, Dublin 17.
FAX to 01 8473370

Scoil Mhuire, Moylagh

Internet Acceptable Usage Policy

Responsible IPad/Laptop/ Chromebook and Internet Use Pupil Undertaking

We use the School IPads, laptop, chromebooks and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

1. I will only use the IPad/Laptop/ chromebook with teacher's permission and under the supervision of an adult.
2. I will only use the IPad/Laptop/ chromebook while seated and will not have food or drinks near the IPad/Laptop.
3. I will not download apps, images, music, podcasts or other material without teacher's permission.
4. I will not alter the settings or screen layout on the IPad.
5. I will not take pictures using the IPad unless my teacher asks me to do so.
6. I will ask permission before entering any website, unless my teacher has already approved that site.
7. I will only do a web search with my teachers permission in http://kids.yahoo.com/
8. I will not bring external storage devices such as USB keys into school without permission.
9. E-mail – I will only use email for school projects and with my teacher's permission. I will not use email for personal reasons and if sending an e-mail, I will not give my home address or phone number or arrange to meet anybody. I will ask permission before opening an email or email attachment.
10. I will use google classroom and the g suite for educational purposes only, and under the supervision of my parent/ guardian or teacher.
11. I will not use internet chat rooms or any other social media websites or apps.
12. If I see anything I am unhappy with or if I receive a message I don't like, I will tell a teacher immediately.
13. I will not delete my web browser history or change settings to private browsing.
14. I know the school may check my computer files and may monitor the sites I visit at any time.
15. I will not cause any damage to the IPads/Laptops/ chromebooks and accept all sanctions for any deliberate damage I cause.
16. I understand that if I deliberately break these rules, I could be stopped from using the IPads, Laptops and internet and my parents will be informed immediately.

Signed by Pupil(s): _____   _____

_____   _____

Signed by Parent(s): _____   _____

Date: _____

Scoil Mhuire, Moylagh

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Internet Parental Permission Form

Name of Pupil(s): _____   _____

_____   _____

Class(es): _____

As the parent or legal guardian of the above child/children, I have read the Internet Acceptable Usage Policy and grant permission for the above named child/children to access the internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child/children on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signed: _____   _____

Date: _____

Scoil Mhuire, Moylagh

Internet Acceptable Usage Policy

Dear Parent,

As you are aware as part of the schools education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, become independent in controlling their own research and become independent learners.

While we recognise the value of the Internet as a resource, we must also acknowledge the potential risk to students. We feel the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and become Internet Wise.