

## **Holy Family Senior School** **Internet Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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 If the school's Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn.

It is envisaged that school and parent representatives will revise the AUP on a regular basis especially as the internet changes and develops, and new implementation issues arise.

### **School Strategies**

- The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The teachers will monitor pupils' Internet usage.
- Students and teachers will be provided with information and Continuous Professional Development in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- 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 or themselves into disrepute.

### **World Wide Web**

- Students will use the Internet for educational purposes only. Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students 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.

### **E-mail**

- Students will use approved class email accounts ( if, and when created )under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through e-mails or the internet.
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums or other electronic communication forums, (if used) that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums, (if used), will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat are forbidden.

### **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 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.
- Further information is available in our Anti-Bullying Policy.

### **School Web Site**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school's website
- The publication of student work will be co-ordinated by their teacher.
- Pupil's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission from the school.
- Digital photographs, audio or video clips of individual students will not be published on the school web site. For the most part, photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own copyright on any work published.
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### **Legislation**

- Information relating to the use of the Internet legislation may be found in the on the following legislations:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993

- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti-Bullying Guidelines for Primary Schools 2013

### **Support Structures**

Information on key support structures and organisations that deal with illegal material or harmful use of the Internet and Internet safety advice is available to parents at: [www.ncte.ie](http://www.ncte.ie) [www.webwise.ie](http://www.webwise.ie) [www.spunout.ie](http://www.spunout.ie), [www.scoilnet.ie](http://www.scoilnet.ie) [www.isfsi.ie](http://www.isfsi.ie)

### **Links to other Policies:**

- There is a strong link between this policy and other schools policies. Please refer to the school's The Code of Behaviour, The Anti Bullying Policy, Data Protection Policy and the Health and Safety Policy.

### **Pupil's Responsibilities**

- Every child in the school has a responsibility to follow the school's Use of Internet Rules
- The teacher must give permission for the Internet to be used.
- No private details may be given in any form online unless with the approval of the teacher.
- No personal storage, USB devices, CDs or DVDs may be used without the permission of the teacher.
- Children may not look at any illegal material that could damage the school's reputation.
- No pupil may have their mobile phone switched on when on school grounds or on school business.
- Pupils have a responsibility to behave appropriately online outside of school time also- by not sending inappropriate messages / not sending on to others inappropriate messages they may have received / through not putting inappropriate material on social media or commenting on inappropriate content they might have seen.
- This includes any content (including photos of staff members ) that in any way damages the reputation of Holy Family Senior School, or its staff.
- Sanctions will be imposed should any of the above rules be broken.

### **Parents' Responsibilities**

- To understand that no child under the age of 13 should have a Facebook account and that the unsupervised use of social media sites such as Snapchat, Viber, Instagram, TikTok etc. is not advisable for children of primary school going age.
- Each parent/guardian should be aware that there may be risks and dangers associated with their child using forms of social media and that parental supervision is recommended in this area.
- That parents acknowledge the school has safeguards in place with regard to pupil internet/ website Access at school and that use outside school falls under parental responsibility.

### **Sanctions**

Misuse of the Internet may result in disciplinary action as laid out in the school code of discipline, including withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Review**

This policy was created in 2020, and will be updated as developments in technology impact on education. A review will be undertaken during the school year 2022/2023.

**Ratification**

This Acceptable Use Policy for Holy Family Senior School was reviewed and ratified by the Board of Management in February 2021.

Chairperson John Byrne

Principal Roslin Brennan

Date 12-2-21