Internet Acceptable Use Policy

Introductory Statement

This policy was devised and formulated by the school community, involving Board of Management, parents and staff of Rush National School, in accordance with the Rules and Regulations of the Department of Education and Skills and the Catholic Primary Schools Management Association.

Ethos

Rush National School is a co-educational primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. While respect is paid to all religious and/or value systems, Rush National School is a Catholic school under the patronage of the Archbishop of Dublin.

Compliance with School Ethos

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Rationale

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.

General

- 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
- When using the internet pupils, parents and staff are expected to:

  a) Treat others with respect at all times.
  b) Not undertake any actions that may bring the school into disrepute.
  c) Respect the right to privacy of all other members of the school community.
  d) Respect copyright and acknowledge creators when using online content and resources.

- This Internet Acceptable Use Policy applies to pupils who have access to and are users of the internet in Rush National School.
- 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.
- Rush National School 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, Anti-Bullying and Anti-Cyber Bullying policies. In such cases, Rush National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

- Should online safety incidents take place, the Principal should be informed.
- The implementation of this Internet Acceptable Use policy will be monitored by the ICT committee of Rush National School.

Content Filtering
- Rush National 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.
- 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 class teacher.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- 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 Rush National School with expressed 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 class email accounts only under supervision by or permission from a teacher.
- Pupils will not send any material that is illegal, obscene, and 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.

Social Media
- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Rush National School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Rush National 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 Rush National School community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Rush National School 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 Rush National School into disrepute.
- Staff and pupils must not represent their personal views as those of Rush National 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 Rush National School:

- 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.
- Pupils are only allowed to bring personal internet-enabled devices into Rush National School with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

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.
- At Rush National 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 allowed once care is taken that no harm is done to staff or pupils of Rush National School.
- 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 guardians will be obtained before photographs of pupils are published on the school website.
- 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 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.

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.

- Rush National School has an 'Anti-Cyber Bullying' policy.

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.
- Personal student information including home address and contact details will not be published on Rush National School web pages.
- Rush National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Permission Form

On enrolment, as part of the 'Offer of Acceptance' form for Rush National School, parent(s)/guardian(s) are required to indicate that they have read and agree to the 'Internet Acceptable Usage Policy' of Rush National School. This document is stored in line with the 'Records Retention Schedule' of Rush National School.

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 1989 and The Data Protection Act 1988.

Ratification, Communication, Implementation and Review

A copy of the draft Internet Acceptable Usage policy was made available to all members of staff and to the Board of Management. The suggestions/proposals arising were considered by the Policy Committee in finalizing this policy.

The draft policy was subsequently reviewed and formally ratified by the Board of Management on _____.

Subsequent to Board of Management ratification, the policy was made available on the shared teacher drive on the school IT network to all teaching staff members. Parents were made aware of the existence and availability of the policy by means of School Newsletter and this policy is also included on the Rush National School website at www.rushnationalschool.ie

The plan will be implemented by the teachers and special needs assistants supported by the Board of Management from _____.

It will be reviewed every ___ years.   Review Date: _____

Signed: _____   Date: _____

Chairperson of the Board of Management