**Internet Acceptable Use Policy**

***Lucan East ETNS***

**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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions may be imposed.

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 Lucan East Educate Together National School.

* It also applies to members of staff, volunteers, parents, carers and others who access the internet in Lucan East Educate Together National School.

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

Lucan East Educate Together 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 and anti-bullying policies. In such cases Lucan East Educate Together National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Lucan East Educate Together National School implements the following strategies on promoting safer use of the internet:

* 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 Lucan East Educate Together National School.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* Lucan East Educate Together National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed regularly by the following stakeholders:

* Board of Management, ICT Coordinator and staff.

The school may monitor the impact of the policy using:

* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited).
* Internal monitoring data for network activity.
* Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the principal and the ICT coordinator

**Content Filtering**

Lucan East Educate Together 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.

This filtering software from the PDSTT is used in order to minimize the risk of exposure to inappropriate material.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action.

**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 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 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.

**Email and Messaging**

* The use of personal email accounts on the students@lucaneastet.ie domain is allowed at Lucan East Educate Together National School. All other personal email accounts are not allowed to be used by students of Lucan East Educate Together National School when using school devices.
* 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 should be aware that school email account communications can be monitored, if necessary.

Pupils should 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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

**Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Lucan East Educate Together National School:

* Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat, etc. is not allowed in Lucan East Educate Together National School.
* Use of blogs such as Word Press is allowed in Lucan East Educate Together 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.

Pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Lucan East Educate Together National School community

Pupils must not discuss personal information about pupils, staff and other members of the Lucan East Educate Together National School community on social media.

Pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Pupils must not engage in activities involving social media which might bring Lucan East Educate Together National School into disrepute.

Pupils must not represent their personal views as those of Lucan East Educate Together National School on any social media.

**Personal Devices**

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Lucan East Educate Together National School:

* Pupils are only allowed to bring personal internet-enabled devices into Lucan East Educate Together National School with express permission from staff.
* Pupils are not allowed to use personal internet-enabled devices during social outings such as school tours, for example.
* The use of personal memory sticks and other digital storage media in school requires a teacher’s permission.

**Images & Video**

At Lucan East Educate Together National School pupils should not take, use, share, publish or distribute images of others without their permission.

Pupils taking photos or videos on school grounds or when participating in school activities is not allowed, under any circumstances.

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.

**Cyberbullying**

When using the internet pupils 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 by Lucan East Educate Together National School to ensure that 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 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 Websites**

Pupils may 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.

The publication of student work will be coordinated by a teacher.

Lucan East Educate Together National School will avoid publishing the first name and last name of pupils in video or photograph captions published on online platforms. Parental consent will be obtained before this content can be published.

**Other Websites**

The Internet has become a two-way communication system for the school and the wider community. Services such as Google Classroom, SeeSaw, ClassDojo, Twitter and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Lucan East Educate Together, form part of our web services and all content that is placed on these services falls under this policy.

Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.

**Google Classroom and SeeSaw**

Teachers in Lucan East Educate Together may choose to use a number of tools for classroom communication. Examples include Google Classroom, Google Meets, SeeSaw, and ClassDojo. Some of these tools provide video opportunities whereby a staff member speaks to the children. By connecting to a Google meet you are consenting for your child to join the meet and abide by the ‘Lucan East Google Meet Guidelines'

**Google Meets - Guidelines**

* Please show up at the correct time and stay in the meet until the session ends.
* Please find a quiet place away from distractions such as TV, pets, siblings etc.
* Please mute your microphone when logging in to the classroom. You can unmute if/when the teacher asks you to contribute.
* If you have a relevant question you can raise your hand, like in school, or put it in the chat window.
* Please keep the sidebar chat window on topic.
* If you are responding to another student in the chat, write their name before your response.
* Please refrain from eating or making any inappropriate noises in the online classroom.
* Please hang up and leave the meet once the teacher indicates that the meet has ended.

**Permission Form**

Legislation: Teachers and parents should familiarize themselves with the following legislation relating to use of the Internet:

Data Protection (Amendment) Act 2003 - <http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

Child Trafficking & Pornography Act 1998 - <http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>

Interception Act 1993 - <http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html>

Video Recordings Act 1989 - <http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>

The Data Protection Act 1988 - <http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

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 and/or photograph 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 12/11/2020

 *Chairperson, Board of Management*



Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 12/11/2020

 *Principal*