St. Patrick’s Primary School, Hazelhatch Road, Celbridge, Co Kildare. W23Y300

 Roll number: 20257C

**St. Patrick’s Primary School**

**Internet Acceptable use Policy**

**Introduction**

This document outlines the school’s policy on permitted usage of the internet. 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

The policy applies to all internet users at St. Patrick’s Primary School and all methods of internet access, including desktop computers, laptop computers, mobile telephones, tablets/iPads and other devices capable of accessing the internet.

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.

This policy and its implementation will be reviewed annually by relevant stakeholders.

This policy has been developed by IT post holders including: Orlaith Corcoran, Sarah Mc Mahon, Aisling Sammon and Principal, Deputy Principal and, it will be shared with relevant stakeholders, parents, SNAs and the school community. This will be ratified by Board of Management

The school will monitor the impact of the policy using:

• Logs of reported incidents

• Internal monitoring data for network activity

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

The implementation of this Internet Acceptable Use policy will be monitored by the ICT team, the Deputy Principal (Mary Keating) and the Principal (Jennifer Quigley).

**General Information**

• Internet sessions should always be supervised by a teacher.

• Filtering software (filter level 2) and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

• The school will regularly monitor pupil’s internet usage.

• Students and teachers will be provided with training in the area of internet safety (see support structures)

• Uploading and downloading of non-approved software will not be permitted.

• The use of personal digital storage media in school requires a teacher’s permission, should the case arise.

• Students will observe good ‘etiquette’ (i.e., etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.

**Web Browsing and Downloading**

Teachers will select websites which will support pupils’ learning.

• 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 or school environment to their teacher.

• Pupils will use the school’s internet connection only for educational purposes.

• Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

• Use of file sharing is only allowed with staff permission.

• Downloading by pupils of materials or images not relevant to their studies is not allowed.

As an alternative to Google, teachers will specify websites where students should conduct their research, e.g. Kidrex and Kiddle. These websites will be placed on the desktop or iPad, and bookmarks will be created for students, directing them to the above-listed websites for research purposes.

On occasion, if a google search is deemed necessary by the teacher, it will be monitored closely.

**Email and Messaging**

• The use of personal email accounts is allowed at certain times at St. Patrick’s Primary School but staff are encouraged to use their school email accounts and this will be the main form of communication.

• 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 should be aware that email communications are monitored.

• Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

• Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

• School emails are utilised for accessing google classroom only.

**Social Media/Apps**

The following statements apply to the use of messaging, blogging and video streaming services in St. Patrick's Primary School:

• Use of instant messaging services and apps including Snapchat, WhatsApp, TikTok, G Chat etc. is not allowed in St. Patrick's Primary School by pupils.

Staff use Whatsapp to communicate instant messages internally, for staff information only.

• Aladdin storage of pictures - for sharing of photos (Aladdin frame)

• Use of blogs such as Word Press, Tumblr etc. is allowed in St. Patrick's Primary School with expressed 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 St. Patrick's Primary School community.

• Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Patrick's Primary 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 St. Patrick's Primary School into disrepute.

• Staff and pupils must not represent your personal views as those of being St. Patrick's Primary School on any social medium.

* From September 2025 Student’s work will be displayed for public viewing on the school website only.
* Each laptop will have an ad blocker installed to ensure a safe and distraction-free browsing experience
* Age-appropriate content, such as class movies, will only be shared with students. \*\*\*If non G & U movies are used for educational purposes, permission will be sought from parents in advance.

**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 tablets/iPads in St. Patrick's Primary School:

• Mobile Device Management (MDM) is an important element in ensuring the safe and effective transition of technology into the classroom and is in place in St. Patrick's Primary School. MDM allows St. Patrick's Primary School to monitor, control and manage the content on our students’ devices from a centralised portal which is run by (The School’s MDM Company).

 • Students must not use personal mobile phone devices at any time during the school day, this includes school tours.

* In exceptional circumstances, students with various medical needs may be permitted to access their phone devices in school.

• Students must sign a permission slip if they need to bring in a phone or smart devices

Mobile phones should be switched off for the duration of the school day and only switched on when the student is off the school grounds.

**Images** **&** **Video** **Care**

* Images and videos should only be taken by a teacher and/ or students using the Teacher Ipad assigned to each class or SET teacher.
* At St. Patrick's Primary School, pupils must not take, use, share, publish or distribute images of others.
* Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff and on a Teacher Ipad.
* Photos will be removed from the class ipads and stored in a central location (Aladdin frame) regularly by the class teachers.
* Permission via Aladdin from parents or guardians will be obtained before photographs of pupils are published on the school website. This permission will be sought when the pupil commences school in St. Patrick’s Primary School.
* 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 and the Gardaí will be informed.

**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.
* We are a KIVA school. 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 and Bí Cineálta Policy, see section 6.2 of these procedures (p.23)
* Once-off incidents of offensive or hurtful messages or photos shared online (e.g. Facebook posts, Instagram etc.) are deemed to be bullying and will be dealt with in accordance with the school’s Code of Behaviour and Bí Cineálta Policy, see section 6.2 of these procedures (p.23)
* The prevention of cyberbullying is an integral part of the anti-bullying policy of our school and will be treated in the same manner as any other form of bullying i.e. following the steps of the KIVA anti-bullying policy.

**School Website**

* Pupils will be given the opportunity to publish projects, artwork or schoolwork 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.
* Ability to comment on works completed online by students will be disabled on all platforms.
* The publication of student work will be coordinated by a teacher.
* St. Patrick's Primary School 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 St. Patrick's Primary School web pages. The St. Patrick's Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

**Sanctions**

Violations of this policy in St. Patrick’s Primary School may have disciplinary repercussions which are in keeping with the school’s Code of Behaviour, including:

• Notification to parents

• Suspension from school and/or school-related activities

• Expulsion 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 http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html

• Child Trafficking and Pornography Act 1998 http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html

• Interception Act 1993 http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html

• Video Recordings Act 1989 http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html

The Data Protection Act 1988 http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html

Coco’s Law-

**Support Structures:**

Teachers will give instruction on appropriate use of the internet and how to use it safely in line with the AUP. The following is a selection of useful websites for Teachers and Parents/Guardians:

• Webwise - http://www.webwise.ie

* Kiva lessons - ww.kivaprogram.net

• Make IT Secure - http://makeitsecure.ie

• Safe Internet - http://www.saferinternet.org/

• Think Before You Click www.thinkb4uclick.ie

• Safety, Facts, Awareness and Tools - http://www.saftonline.org

The following guides/manuals are available in school:

• Webwise Primary Teachers Handbook (National Centre for Technology in Education)

• Webwise AUP Guidelines (National Centre for Technology in Education)

• Think before You Click ‘Empowering Students to be Effective, Autonomous and Safe

• ICT Framework Guidelines (National Council for Curriculum and Assessment.

**Communication**

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review.

**Review Process**

In accordance with the systematic cycle of review of policies adopted in St. Patrick’s Primary School, it will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

**Ratification**

Reviewed & Ratified by the Board of Management, St. Patrick’s Primary School, Celbridge, Co. Kildare.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /\_\_\_\_\_\_

 Principal

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /\_\_\_\_\_\_

Chairperson

**Permission Form**

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to follow the St. Patrick’s Primary school 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 Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B. \_\_\_/\_\_\_\_/\_\_\_\_\_

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 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.

**Please: review the attached school Internet Acceptable Use Policy,**

**sign and return this permission form to the Office.**

**Signature Parent/Guardian**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Student:**

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**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_