

DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING

**ACCEPTABLE
USAGE POLICY**

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INTRODUCTION

Digital technologies and the Internet are an essential element for education, business and social interaction. The use of digital technologies and the Internet are part of the revised curriculum and a necessary tool for education. The purpose of using digital technologies and the Internet in Drom National School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Usage Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of digital technologies and the Internet in Drom National School.

The Acceptable Usage Policy will be revised regularly.

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 digital resources in a safe and effective manner.

Use of the school's digital resources including access to the internet is a privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the school's digital resources including 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 digital resources and internet in Drom National School.

- It also applies to members of staff and any others who have access to the school's digital resources and the internet in Drom National School.

Misuse of the school's digital resources and internet may result in disciplinary action in line with the school's Code of Behaviour and Anti-Bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Drom National School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff in school under this policy and associated codes of behaviour and anti-bullying policies. In such cases Drom National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

Drom 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 curriculum.
- Teachers will be provided with opportunities to engage in CPD in the use of ICT and internet safety.
- Drom National School participates in Safer Internet Day activities to promote safer more effective use of digital resources and the internet.

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

- Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils.

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

The implementation of this Internet Acceptable Use policy will be monitored by teaching staff, the principal and the Board of Management of the school.

Drom National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

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 a member of the school teaching staff.
- Pupils and staff are encouraged to avoid copying 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 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.
- Use of file sharing and torrent sites is not allowed by students without the permission of teaching staff.
- 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 not allowed at Drom National School.
- 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.
- Pupils will not use school email accounts for personal emails.
- 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 Drom National School:

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

- Pupils are not allowed to bring personal internet-enabled devices into Drom National School.

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 Drom 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 only allowed with the permission of teaching staff and only with the use of school equipment.

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.

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 by Drom National School 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, with the exception of cyber bullying which need occur only once on an online platform to be defined as bullying behaviour.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private message which are not shared on an online platform, 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.

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.

Efforts will be made to ensure that 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.

Drom National School will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published without parental permission on the school website.

Personal student information including home address and contact details will not be published on Drom National School web pages.

Drom National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

REVIEW

This policy will be reviewed every 3 years and amended if necessary.

RATIFICATION

The policy was ratified by the Board of Management of Drom National School at its meeting held on 1ST April 2014 and subsequently reviewed on 6th June 2017 and on 2nd December 2022.

Signed: Fr. Martin Murphy
Chairperson, Board of Management

Date: 2nd December 2022.

