



# All Saints' National School

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## 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the policy will be imposed.

It is envisaged that this policy will be regularly reviewed. Before signing, the policy should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on 7<sup>th</sup> December 2004 by the teachers and Board of Management of All Saints National School, Carnew and revised in May 2009, December 2012, May 2014, June 2020 and October 2020.

### **School's Strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training 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.
- The use of personal memory sticks or CD-ROMs in school requires a teacher's permission.
- 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 into disrepute.
- Web Wise programme will be included in the SPHE curriculum in the Senior Room.
- Please refer to the Photography Policy for guidelines and restrictions regarding the photographs.
- Children are **not permitted** to use electronic devices such as personal cameras or mobile phones in school.

## **World Wide Web**

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purposes only.
- 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.

## **Internet**

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, SeeSaw, Microsoft Teams, Zoom and other educational platforms may be used by the school to communicate with pupils and parents, and also for parents to communicate with the school. These services, although not owned by All Saints' National School, form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Microsoft Teams, SeeSaw, and Zoom software. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to "remove" any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

The safety of our children on the web is of utmost importance so the rules outlined in this policy apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

## **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
- The Data Protection Act 1988

## **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## **Sanctions**

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.

## **Ratification**

This Policy was ratified by the Board of Management of All Saints' National School at its meeting on 15<sup>th</sup> May 2009, 4<sup>th</sup> June 2014, 10<sup>th</sup> June 2020 & 15<sup>th</sup> October 2020.

**Signed:** Linda Dunne  
Chairperson, Board of Management

**Signed:** Andrea McAssey  
Principal