



Scoil Eoin

Internet Acceptable Use Policy

9th February 2021

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1. Introduction

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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 Scoil Eoin. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Eoin.

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.

Scoil Eoin 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 Scoil Eoin will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Eoin 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.
- Internet safety advice and support opportunities are provided to pupils in Scoil Eoin through our SPHE programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Eoin participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management

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

The school will 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.
- 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 Board of Management.

2. Content Filtering

Scoil Eoin has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 this is the widest level of content filtering available. This level allows access to the same websites as level 5 but allows access to Social Networking sites such as Facebook and other similar social networking websites.

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.

3. 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 the principal.

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 allowed with staff permission.

4. Email and Messaging

The use of personal email accounts is not allowed at Scoil Eoin.

Pupils can be set up with a school domain email address

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 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.

5. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Eoin:

- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Eoin.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Scoil Eoin.

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 Scoil Eoin community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Eoin 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 Scoil Eoin into disrepute.

Staff and pupils must not represent your personal views as those of Scoil Eoin on any social medium.

Scoil Eoin will use only digital photographs, audio or video clips focusing on group activities

6. Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Scoil Eoin:

- Pupils are not allowed to bring personal internet-enabled devices into Scoil Eoin.
- Pupils are not allowed to use personal internet-enabled devices during lessons.
- Pupils are not allowed to use personal internet-enabled devices during social time.

If a child needs to bring a phone to school for use after school it has to be powered off and remain in the child's schoolbag during the school day.

7. Images and Video

Care should be taken when taking group 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.

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 Scoil Eoin .

Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website or Facebook (permission form below)

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.

8. 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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

9. 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 Scoil Eoin web pages.

Scoil Eoin will avoid publishing the first name and last name of pupils in video or photograph captions published online.

10. Video call guidelines

Scoil Eoin will use Zoom when video calling pupils during school closures, socially distanced staff meetings, ISM (in school management team) and Board of Management meetings.

*****Please note a parent has to commit to being in the room with a child if zooming a teacher/SNA on their own i.e. 1:1 zoom call**

General video calling guidelines for teachers:

- Ensure that the background visible for the video call is appropriate and does not contain personal aspects.
- The teacher should always invite the pupils to the call and act as host and disable co-host function.
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that pupils/students can't rejoin the room afterwards.
- Maintain a log of calls and a record of attendance as you would do in general practice.
- The video conference room is a classroom and the same school behaviour and codes of behaviour apply to this environment.
- Agree protocols in advance with pupils, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute microphones at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tool being used and the age of students.
- The teacher always invites the pupils to the call and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable.
- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation.
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
- It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can't rejoin the room afterwards.

General video call guidelines for pupils:

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

11. Remote Learning / Seesaw

Scoil Eoin has chosen Seesaw as their whole school platform for remote learning. It will also be used to assign homework when schools are open during a pandemic. Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC), tablet or smartphone. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home. There is also an extensive bank of readymade activities in Seesaw which teachers can use as they are or they can be edited

12. Permission Form

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarize 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

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. Please sign and return to 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 and Facebook page, I accept that, if the school considers it appropriate, my child's image (in a group situation) and /or schoolwork may be chosen for inclusion on the website and/or Facebook page. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website and Facebook page.

Signature: _____ Date: _____

This plan was ratified by the BOM of Scoil Eoin at its meeting on

Signed _____ Date _____
Chairperson, Board of Management

Signed _____ Date _____
Principal/Secretary to the Board of Management

Date for review _____