



**Shellybanks** Educate Together National School

# Internet Acceptable Use Policy

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### 1.Rationale

Shellybanks ETNS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, we provide access to ICT for student and staff use.

This Acceptable Usage Policy outlines the guidelines and behaviours that our students and staff are expected to follow when using school technologies for school activities of any nature. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

We tweet at @ShellybanksET, maintain <http://shellybanksetns.ie> as our school website and post on @ShellybanksEducateTogether on Facebook .

## 2. Shellybanks Primary ICT Infrastructure

The Shellybanks IT network is intended for educational purposes only.

- All activity over the network may be monitored and retained by school ISM and IT team
- Shellybanks ETNS may provide students with internet access, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, distance learning platforms, online collaboration capabilities and more.
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service BrightCloud
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Shellybanks existing Code of Behaviour
- Misuse of school resources may result in disciplinary action
- After using school iPads, students must ensure that they are returned to the charging trolley and assigned their correct space in the trolley
- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual
- Students are expected to alert his/her teacher immediately of any concerns for safety or security

## 3. Internet Usage

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 Shellybanks Educate Together. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Shellybanks Educate Together .

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.

Shellybanks Educate Together 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 Shellybanks Educate Together will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Shellybanks Educate Together 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 wider curriculum.
- Internet safety advice and support opportunities are provided to pupils in Shellybanks Educate Together through the implementation of our IT lessons.
- Staff will be provided with continuing professional development opportunities in the area of internet safety.
- Shellybanks Educate Together 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, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including School IT support team, Principal, staff, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Surveys and/or questionnaires of pupils, parents, and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the school's IT support team.

#### **4. Content Filtering**

Shellybanks Educate Together 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 millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to bypass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

## 5. Web Browsing and Downloading

- Anybody accessing the Shellybanks internet 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 their class teacher.
- 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.
- Anybody accessing the Shellybanks internet connection should be doing so for educational activities only.
- Anybody accessing the Shellybanks internet connection 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.
- Anybody accessing the Shellybanks internet connection 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.
- Downloading by anybody accessing the Shellybanks internet connection of materials or images not relevant to their studies is not allowed.

## 6. Email and Messaging

- Pupils will not use school email accounts or personal emails while using the schools internet.
- Anybody accessing the Shellybanks internet connection will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Any form of online communications between students will be on software, apps and websites that have been sanctioned by the school.
- Pupils should immediately report the receipt of any communication in school that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Communication on one of our online learning platforms (Seesaw) should be limited to feedback and responses about pieces of work.
- On Seesaw, feedback for children's work will only occur between the hours of 8.45 and 2.25 to limit the amount of notifications occurring out of school hours.
- When using remote learning, teachers will following the guidelines listed [in this DES circular](#)

## 7. Social Media

Shellybanks will use social media platforms such as Twitter and Facebook to celebrate the success stories and great achievements of our students. The following statements apply to the use of Social Media in Shellybanks Educate Together.

- Teachers have full editorial rights over the school Twitter feed. Allocated members of the schools IT team will update and maintain the school website and Facebook page. Students will not have editorial access to any of the schools social media platforms.
- The school IT/ISM team will choose and modify all twitter followers/followees and all are for the intended educational purpose. Retweets are not necessarily the views of Shellybanks ETNS, but are discussed and distributed for educational and conversational purposes
- There are no full name references on twitter and a conversational but formal tone is followed
- The staff and teachers of Shellybanks ETNS commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on Facebook and directed tweets to the school account.
- Use of instant messaging services and apps including G Chat and Whatsapp etc. are allowed to be used by the staff in Shellybanks Educate Together to communicate about matters arising in the school. Children's initials and not names are to be used for GDPR reasons.
- Parents should understand that social media is not an appropriate avenue for raising concerns or commenting about performance of the school or its staff and are reminded of the appropriate avenues of communication as laid out in our **Dignity at the Workplace and Communications policies**. If parents choose to post negative comments on social media, the school reserves the right to take all steps to protect its professional reputation and that of its staff, up to and including legal action
- 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 Shellybanks Educate Together community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Shellybanks Educate Together 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 Shellybanks Educate Together into disrepute.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

## 8. Personal Devices

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

- Pupils are not allowed to bring personal internet-enabled devices into Shellybanks Educate Together .

## 9. Images & Video

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, social media platforms or in national publications.
- 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 Shellybanks Educate Together 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 allowed once care is taken that no harm is done to staff or pupils of Shellybanks Educate Together .
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff and only on allocated school devices/cameras.
- Pupils/parents/guardians or staff 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.**
- Shellybanks Educate Together will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

## 10. Screen time

At Shellybanks we believe in the benefits of using educational technology (edtech) to enhance teaching, to facilitate collaboration amongst students, to help personalise learning and creating dynamic, engaging and fun lessons in and outside of the classroom. The use of 'screen time' will always have a purpose and a focus by adhering to the following set of guidelines

- All videos in the classroom should be for educational purposes only. eg. in Juniors if teachers are teaching the shapes, they may show the children a shape song. In the older classes, if you are learning about climate change, you may show a short clip about this. Videos should only be used as one short element of your lesson.
- All material should be watched by the teacher beforehand to ensure the content is suitable. Teachers will explain to the children why they are watching a certain video, so they know the learning objective.
- Children will never be left watching a video without an adult in the room.
- On rainy days, all classes have board games/wet day activities.

- All apps downloaded on to apps/tablets must have an educational purpose and should be done so with the knowledge of the school IT team or school ISM.
- Any edtech equipment purchased should help increase lesson engagement and allow for differentiation within a lesson.

## 11. 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/pupils/parents and guardians 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 outside of school hours.
- Measures are taken by Shellybanks Educate Together to ensure that staff/pupils/parents and guardians 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. Cyberbully is very similar except that it can be based on one isolated incident as unlike in the real world, once a negative comment is written it does not go away. Children need to be made aware of their 'digital footprint'.
- 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 cyberbullying is an integral part of the anti-bullying policy of our school.

## 12. School Website

- 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 or on other sites (Book Creator, Seesaw, Google Drive).
- 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.
- Personal student information including home address and contact details will not be published on Shellybanks Educate Together web pages.
- Shellybanks Educate Together will avoid publishing the full name of pupils in video or photograph captions published online.



## Example of acceptable use

Students will:

- Use school equipment for school-related activities only
  - Follow the same guidelines for respectful, responsible behaviour online that they are expected to follow offline.
  - Treat school resources carefully, and alert teachers if there is any problem with their use
  - Encourage positive, constructive discussion if allowed to use blog or represent the school online
  - Alert a teacher if they see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
  - Use school technologies at appropriate times, in approved places, for learning reasons
  - Recognise that use of school technologies is a privilege and treat it as such.
  - Be cautious to protect the safety of myself and others.
  - Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

## Examples of unacceptable use:

Students will not:

- Use school technologies in a way that could be personally or physically harmful to themselves or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) they find online.
- Post personally identifying information, about themselves or others or agree to meet someone they meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

## Permission Form

### 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

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 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: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Student: \_\_\_\_\_