***Internet Acceptable Usage Policy***

**School Name:** Arles N.S.

**Address:** Ballickmoyler, Co. Laois.

**Aim**

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 Therefore, if the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions - as outlined in the AUP - may be imposed.

It is envisaged that the school will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified. This AUP was updated by staff, parents and BOM of Arles NS in March 2020

**School's Strategy**

The school employs 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 memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media; 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 should be dealt with, as appropriate, in accordance with the school’s code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people may be regarded as bullying behaviour.

**World Wide Web**

* Sites that the children use in school will be previewed by their teacher before use.
* Teachers and students will be familiar with copyright issues relating to online learning.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students and staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only.
* Students will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
* Students 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.

**Email/Google Drive/Internet Chat**

* Students will use approved class email accounts under supervision by or permission from a teacher.
* School email address and Drive is to be used for educational purposes only.
* The email address provided by the school to each student is the property of Arles N.S.. All content will be monitored by staff at the school.
* If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
* Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
* Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.
* Internet Chat:
* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
* Usernames will be used to avoid disclosure of identity where possible.
* Face-to-face meetings with someone organised via Internet chat will be forbidden.

**School Website/ Twitter/ Facebook**

* Teachers will publish projects, artwork or school work by the students on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website/ Twitter/ Facebook
* The websites will be regularly checked to ensure that there is no content that

 compromises the safety of students or staff

* Websites using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details and any negative/ derogatory comments will be deleted by admin.
* The publication of student work will be co-ordinated by a teacher
* The school will endeavor to use digital photographs, audio or video clips focusing on school activities. Content focusing on individual students will only be published on the school websites with parental permission (please refer to Data Protection Policy for more information)
* Personal student information including home address and contact details will be omitted from school web pages
* The school website will avoid publishing the last name of individuals in a photograph
* The school will ensure that the image files are appropriately named and will not use students’ names in image file names
* Students will continue to own the copyright on any work published

**Mobile Phones/ SMART Watches / Electronic Devices**

* The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource.
* Many features on mobile phones / electronic devices such as organiser, calendar, calculator, convertor, etc) and SMART Applications (voice recorder, stopwatch, image editor, video recording,alarms) are very useful and may be used under the direction of the class teacher for assessment proposes such as (See-Saw)
* Pupils using their own technology in school, such as leaving a mobile phone/ SMART watch turned on or using it in class is in direct breach of the school’s acceptable usage policy.
* Pupils sending nuisance text messages is a direct breach of the school’s acceptable use policy.
* The unauthorized taking of images or voice recordings with a mobile phone/ SMART watch or electronic device is in direct breach of the school’s acceptable usage policy.

**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
* Data Protection Act 2018
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988
* Anti Bullying Guidelines for Primary Schools (2013)

**Support Structures**

Arles N.S. endeavours to have support structures in places to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

* Community Gardaí link in with classes re Internet Safety and Cyber Bullying
* Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.
* The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
* The school will provide Internet Safety and Cyber Bullying talks for pupils and parents.
* HTML Heroes will be taught as part of Social, Personal and Health Education (SPHE) curriculum for children in 3rd/4th Class.
* Websites offering support and advice in the area of Internet Safety have been listed on the School Website. The following is a selection:
* Webwise - <http://www.webwise.ie/>
* Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

**Sanctions**

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

\*Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.

The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed in March 2020 and will be updated in line with Department guidelines.

Signed:

Chairperson BOM

Date:

3rd March 2020