Internet Acceptable Use Policy

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1. General Approach

This policy has been updated in May, 2020 to reflect the nationwide closure of educational institutions due to COVID 19. The DES document released in April 2020 offers guidance to school on continuity of teaching and learning for teachers and pupils should the closure be prolonged and in response to the prolonged closure, Holy Trinity NS is using G Suite for Education and See Saw to maintain teaching throughout the closure

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Holy Trinity NS.

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.

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

Holy Trinity NS 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 CSPE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Holy Trinity NS 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: Principal, Deputy Principal, teachers, pupils, parents/carers, 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).

Should serious online safety incidents take place, the Principal, Triona Morrisson (trionamorrisson@holytrinitynsfethard.com) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the teaching and non teaching staff of Holy Trinity NS and the Board of Management.

2. Content Filtering

Holy Trinity NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 3 This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

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 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.

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 not allowed.

4. G Suite for Education

The use of organisational domain accounts @holytrinitynsfethard.com is allowed at Holy Trinity NS as part of G Suite for Education - the use of Google Classroom, Google Drive and Google Meet with parental permission.

G Suite for Education is a suite of free Google tools and services that are tailored for schools. The school will use G Suite throughout the COVID 19 school closure.The tools in particular that will be use are:

- Gmail - to receive invitations to Google Classroom, Meet links, communication from the teacher
- Google Classroom - this allows file sharing between teacher and student setting assignments and announcements, adding content to assignments such as video, PDFs, Google Docs/Forms/Slides etc..
- Google Meet - this is a video communication service developed by Google. It will be used to video lessons for class, engaging in video conferences with groups of pupils, staff meetings, teacher meetings, assemblies. Teachers will maintain safe and ethical use of this platform during Distance Learning.
    - ➔ For Child Protection reasons no teacher will engage in a 1:1 Meet with a pupil. See Child Protection Risk Assessment updated May 2020. Where this is deemed necessary by the teacher for educational/wellbeing purposes, it will be at the discretion of the Board of Management and the Meet must be overseen by the child's parents. The Meet will also be recorded by the teacher.
    - ➔ Children will not join the Meet until their teacher is already present in the Meet. Children can see this information before they join the Meet. They must wait until their teacher is present as shown on the screen.

- ➔ The teacher will always be the last to leave the Meet and children should not re-join the Meet once the teacher has advised that the Meet has finished.
- ➔ A child/parent/guardian may not record or photograph(or take any photographic evidence of) a Meet between a teacher and a group of students
- ➔ Students must use their school supplied creditials when using Meet.
- ➔ Students will not use their @holytrinitynsfethard.com account to arrange a Meet with another/other pupils
- ➔ Students are expected to conduct themselves in line with the normal school rules that prevail in an actual classroom.

- Google Drive - for file storage

See Saw App

This is a platform for student engagement. Students create assignments and tasks to share with pupils and students use creative tools to take pictures, draw, record videos and more to capture their learning and show their teacher(s) for feedback.

Reasonable Use

Our school utilises teleconferencing during periods of school closure. Distance learning is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. There are many benefits to teaching and learning in this way, and students and teachers have the tools and expertise to use teleconferencing to sustain learning.

Our school provides Google Meet -a video conferencing option for our students and staff. It is expected that students and staff will use the

platform in a professional and ethical manner for the purpose of teaching, learning and assessment.

The use of the platform requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning. Students and Staff should never;

1. Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.

2. Do anything illegal, facilitate any illegal activity, or promote violence.

3. Do anything that threatens, exploits or otherwise harms children or fellow students.

4. Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.

5. Engage in any activity that is fraudulent, false, or misleading.

6. Engage in any activity that is defamatory, harassing, threatening or abusive.

7. Store or transmit any data or material that is fraudulent, unlawful, harassing, libelous, threatening, obscene, indecent or otherwise inappropriate.

8. Send unauthorized messages or irrelevant material.

9. Misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person.

10. Harvest, collect, or gather user data without consent.

11. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.

12. Violate the privacy of others or distribute confidential or personal information of others.

13. Engage in any activity that is harmful or disruptive to the operation of on-line classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumventing restrictions on use due to regulations or account closures.

If school authorities are made aware of any abuse or infringement on these rules, the school will investigate the issue and take immediate, appropriate action where warranted in line with the school's Code of Behaviour.

5. Email and Messaging

The use of organisational domain accounts @holytrinitynsfethard.com is allowed at Holy Trinity NS as part of G Suite for Education - the use of Google Classroom, Google Drive and Google Meet with parental permission.

- The use of personal email accounts is only allowed at Holy Trinity NS with expressed permission from members of the teaching staff.

- 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.

6. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Holy Trinity NS :

- Use of instant messaging services and apps including Snapchat, Whats Apps etc. is not allowed in Holy Trinity NS.

- 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, other members of the Holy Trinity NS community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Holy Trinity NS 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 Holy Trinity NS into disrepute.

Staff and pupils must not represent your personal views as those of Holy Trinity NS on any social medium as such views may bring Holy Trinity NS in disrepute.

7. Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

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

- Pupils are only allowed to bring personal internet-enabled devices into Holy Trinity NS with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

8. 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 Holy Trinity NS 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 not allowed under any circumstances.

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 Holy Trinity NS .

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained (upon enrolment) 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 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.

9. Cyberbullying

When using the internet and any app in G Suite for Education pupils, parents/guardians 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 as outlined in the school's Code of Behaviour.

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.

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

10. 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.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation ~~reputiation~~ 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.

Holy Trinity NS I 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.

Personal student information including home address and contact details will not be published on Holy Trinity NS web pages.

The Holy Trinity NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

11. 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:_____