Internet Acceptable Usage Policy

Aim

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 to undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To 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 Summerhill Primary School
- members of staff, volunteers, parents, carers and others who access the internet in Summerhill Primary School.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, time out and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

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

Safe Internet Use

Summerhill Primary School 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 Summerhill Primary School through our use of Webwise.ie
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Summerhill Primary School participates in Safer Internet Day activities to promote safer and more effective use of the internet.

Development, Review and Monitoring of Policy

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

- Board of Management, staff, pupils, and parents/guardians.

This policy has been developed by the Principal, in consultation with the school staff and representatives of the Parents' Association and 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).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the School Principal (or Acting Principal), should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the school principal and the In-School Management Team.

Web Browsing and Downloading

Pupils and staff 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. Staff will report such incidents to the principal (or acting principal).

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher, principal or any member of staff.

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 and staff will use the school's internet connection only for educational and career development activities.

Pupils and staff 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 and staff 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 pupils of materials or images not relevant to their studies is not allowed.

Filtering

Summerhill Primary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

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.

ClassDojo

We believe that effective communication between home and school is essential to supporting children in their learning. As a result, during the covid 19 school closures, we have introduced Class Dojo in every class. Class Dojo is a communication application (app) which connects parents/carers, teachers, SNAs and children. Our school uses it as a communication platform to encourage children and to get parents/carers engaged in their children's learning. It has a reward component and a communication system. Staff can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. ClassDojo is compliant with GDPR, certified under the EU-US and Swiss-US Privacy Shield, attached. (Please see our Data Protection Policy also).

1. Staff and parents will not engage in any conversations about personal matters via the class page or the messaging service.
2. Staff are to make themselves fully aware of the children who do not have permission to have their photographs shared on websites and social media from the school.
3. Personal pupil information, home addresses and contact details will not be published on the ClassDojo.
4. Staff are not obliged to respond to messages from parents/guardians on weekends, school holidays and any other period deemed "quiet time" on our school Dojo. If it is an urgent concern or query, parents should follow the channels of communications that they would have used previously.
5. It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. The Principal and other senior school leaders may view the Class Dojo page at regular intervals to ensure the policy is being adhered to.

Video and Audio Conferencing

During the covid 19 closures, it has become necessary to employ various methods of distance learning.

When choosing to use video calls or live classes through video conferencing tools with pupils/students, staff should be cognisant of access to devices in the home environment. Getting pupils/students to be online at the same time may prove difficult due to each household's circumstances. Asynchronous approaches should also be offered where possible, e.g. record a lesson or wellbeing check-in and share with pupils/students to watch in their own time.

Risk Assessment

If a staff member decides to deploy a new platform to facilitate video calling or live classes they should consult the data protection and security features of the tool they intend to use and they should make the principal aware that the video calls or live classes are in progress. Staff must also:

1. Ensure that the service provides sufficient guarantees it is GDPR-compliant.
2. Make sure any contract agreed to is GDPR-compliant.
3. Share only the personal data that the service needs to work.
4. Ensure that video calls can be password protected.
5. Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils when calls are taking place for both parties.
6. Always invite the pupils to the call, through a message to their parents.
7. Stipulate that parents should be present during the call.
8. Act as hosts/disables co-host function.
9. Always be 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.
10. Maintain a log of calls and a record of attendance as you would do in general practice.

General guidelines for live video lessons:
1. The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
2. Agree protocols in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics 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.
3. The teacher or SNA always invites the students to the call, through a message to their parents, and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students. It is good practice from a safeguarding and operational perspective to have a second staff member on the video call, where possible. Parents should also be present during the call.
4. Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable.

5. 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.
6. The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
7. It is crucial that the staff member is always the last to leave the online meeting room to ensure that pupils/students can't rejoin the room afterwards.
8. Maintain a log of calls and a record of attendance as you would do in general practice.
9. Parents are not permitted to record online lessons, take screen-shots of online lessons or content, or share images of our pupils on any other social media platform.
10. **Staff should also refer to data protection tips for video conferencing from the Data Protection Commission at https://dataprotection.ie/en/news-media/blogs/data-protection-tips-video-conferencing**

Email and Messaging

The use of personal email accounts is only allowed at Summerhill Primary School 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 and staff 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 and staff will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils and staff 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 and staff should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Summerhill Primary School :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in Summerhill Primary School ONLY with express permission from teaching staff.

- Use of blogs such as Word Press, Tumblr etc. is allowed in Summerhill Primary School ONLY with express permission from teaching staff.

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Summerhill Primary School ONLY 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 Summerhill Primary School community.

- Staff and pupils must not discuss personal information about pupils, staff and other members of the Summerhill Primary School 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 Summerhill Primary School into disrepute.

- Staff and pupils must not represent personal views as those of Summerhill Primary School on any social medium.

Laptops

Each teacher will be designated a specific laptop. Teachers check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Personal Devices

Pupils and staff using their own technology in school should follow the rules set out in this policy, 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 Summerhill Primary School:

- Pupils are only allowed to bring personal internet-enabled devices into Summerhill Primary School with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

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 Summerhill Primary School, staff, parents and 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 only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained 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 pupils automatically incurs suspension as a sanction.

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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Summerhill Primary School 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.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the school website and ClassDojo, in accordance with this policy and approval processes regarding the content. The website and ClassDojo 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.

Summerhill Primary School will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website and ClassDojo with parental permission.

Personal student information including home address and contact details will not be published on Summerhill Primary School web pages.

The Summerhill Primary School will avoid publishing the last name of pupils in video or photograph captions published online.

Legislation

The school will provide information on the following legislation relating to use of the Internet which staff 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

Parent and Pupil Agreement

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.

Name of Student:_____

Class/Year:_____