



**Bandonbridge N.S.
Internet Acceptable Use Policy
(incorporating use of all electronic devices including
mobile/smart phones)**

Policy reviewed and updated: April 2007

Policy reviewed and updated: May 2015 Ratified by Board of Management: Sept 2015

Policy reviewed, amended, and ratified: 19/09/2019

Policy reviewed, amended, and ratified:

Aim of the AUP

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

General Information about the Internet in Bandonbridge N.S.

The school's broadband is hosted by the PDST Technology in Education which provides a high level of content filtering. Websites accessed on the school's broadband go through this filtering to ensure that inappropriate sites are excluded. Unfortunately, the broadband strength from our service provider (Eir) is poor, despite the addition of boosters within the school.

The AUP is reviewed regularly to ensure compliance with current legislation and circumstances. The most recent review was as a response to the Covid-19 emergency. This policy should be read in conjunction with the school's Code of Behaviour, Anti-Bullying Policy, Child Protection Guidelines and Data Protection Policy.

The Internet has become a wonderful tool for teaching and learning and is an integral part of planning and preparation for lessons in Bandonbridge N.S. Digital learning is the focus of our School Improvement Plan and Digital Learning Plan 2019-2021. Classrooms have a variety of whiteboards and digital panels: most interactive. 15 laptops for classroom use were purchased in August 2019 and a rota for use put in place in October 2020.

With the necessity for Distance Learning arising from the Covid-19 pandemic in 2020, use of the Internet as a communication tool with parents/guardians, as well as a teaching/learning tool has increased and called for upskilling by teachers. There are multiple means by which the school can communicate with parents/guardians and for parents/guardians to communicate with the school. Aladdin and Seesaw are used extensively, as is the school website and the class blogs. Zoom, Microsoft Teams and other similar platforms are used to facilitate school assemblies, staff meetings, conversations with outside agencies (e.g. NEPS), Board of Management meetings, Parent Association meetings and Parent-Teacher meetings. (Please refer to the Data Protection Policy for further information on how the school utilises third party services)

Information of Digital Technologies for Schools can be found on the PDST website [Digital Technologies | PDST](#)

Legislation

The following legislation relates to Internet use. Teachers and parents/guardians should familiarise themselves with these pieces of legislation:

- **Data Protection (Amendment) Act 2003**
- **Child Trafficking and Pornography Act 1998**
- **Children First 2018**
- **Interception Act 1993**
- **Video Recordings Act 1989**
- **Copyright and Related Rights Act 2000**
- **GDPR (2018)**

School Strategy

Bandonbridge N.S. implements a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- ❖ Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline – see Bandonbridge N.S. Code of Behaviour.
- ❖ Internet access and usage by pupils in school will be supervised, guided, and monitored.
- ❖ Pupils will be provided with education in the area of Internet safety as part of our implementation of the SPHE curriculum: webwise.ie teachers' resources: HTML Heroes, All Aboard for Digitown, Up2Us Anti-bullying kit, My Selfie and the Wider World, as well as aspects of Stay Safe, Friends for Life, Get Up Stand Up etc. Additionally, visiting experts may be invited to speak to pupils in the senior classrooms specifically: i.e., the community garda, as part of the Garda Schools Programme, the "Respectful Online Communication", will be invited to speak to 5th class pupils. They cover a range of topics including cyberbullying and general online safety and security.
- ❖ Information evenings on Internet safety, cyberbullying, updates on social media, mental health etc. may be organised for parents/guardians by the Principal or the Parent Association. Community information meetings, workshops, webinars, and other supports will be communicated to parents as they become available.
- ❖ Teachers will be provided with continuing professional development opportunities in the area of Internet safety, acceptable use of online teaching/learning platforms, other online communication platforms and IT technologies.
- ❖ Teachers must ensure that the school laptops provided for their personal use are password protected and stored safely so only they have access to sensitive files stored on devices. These laptops may be brought home for school use and must never be available for other persons to view or access.
- ❖ Bandonbridge N.S. will participate in Safer Internet Day activities in February each year in middle and senior classes to promote safer and more effective use of the Internet and electronic/smart devices.
- ❖ 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 personal memory sticks/USBs or other digital storage media requires the relevant teacher's permission.
- ❖ Pupils will observe good "netiquette" (etiquette when using the Internet) at all times and will not undertake any online actions that may bring the school into disrepute.

World Wide Web

Pupils

- ❖ Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- ❖ Pupils will report accidental accessing of inappropriate materials to their teacher.

- ❖ Pupils will use the Internet for educational purposes only. Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.
- ❖ Pupils will not reveal their own or other people's personal details, such as full names, addresses, phone numbers etc.
- ❖ Pupil downloads of materials or images not relevant to their studies is in breach of the school's acceptable use policy.
- ❖ Pupils may not connect personal devices i.e., fit-bits/smart watches to the school wi-fi (other than pupils who have mandated assistive technology devices: See Assistive Technology Policy).
- ❖ Pupils 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.

Staff (as above plus):

- ❖ Staff must adhere to the school's MPLC (Motion Picture Licensing Company) and the (ICLA) Irish Copyright Licensing Agency rules and regulations when accessing the Internet for school use
- ❖ Teachers must ensure that when pupils are using Teacher-assigned laptops that they logged into a separate pupil user account.
- ❖ Staff will ensure that school wi-fi, Seesaw portal, Aladdin Pupil Management System and administrator passwords are not disclosed to pupils or non-staff members.
- ❖ Staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored by the Principal (on behalf of the Board of Management) for unusual activity, security and/or network management reasons.
- ❖ Staff will not copy information from the Internet without acknowledging the creator and referencing the source of the content. Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- ❖ Use of the Internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.
- ❖ Staff or authorised school visitors/agencies are not permitted to alter the school broadband filtering preferences in any form or manner.
- ❖ Staff **may not** use school devices at any time to access personal email or for non-school related business
- ❖ Staff members may access the Internet on personal devices for personal purposes outside of pupil-teacher contact time only
- ❖ Substitute teachers will have use of a school laptop for school-related activities only
- ❖ Use of the school photocopier/printer is for school business only
- ❖ Student teachers on school placement, transition year pupils or adults or students on a work experience/placement may only access to the computer facilities with the permission of their mentor or supervising class teacher. All placement students must adhere to Bandonbridge N.S.'s Acceptable Use Policy.

- ❖ Teachers only may access YouTube in school for educational purposes only – due care will be taken when showing items from YouTube: clips will be pre-screened by teachers for inappropriate content, comments will be blocked/not visible when showing clips to pupils.

Online Communications: email, mobile phones, smart devices, social media, teaching and learning platforms, messaging etc.

Pupils

- ❖ Pupils will not have access to email (except, under supervision, as part of lessons on use of email in a positive, respectful manner), social media, chat rooms, discussion fora, messaging or unauthorised communication platforms.
- ❖ Sending any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person on any communication platform is not allowed and may be reported to An Garda Síochána.
- ❖ 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 will never arrange a face-to-face meeting with someone they have “met” online.
- ❖ Pupils and/or parents/guardians must not request to “friend” any member of staff on social media.
- ❖ Pupils will be given the opportunity to publish projects, artwork, or schoolwork on the Internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website. This will be facilitated by the relevant teachers via the school website, blog, Aladdin etc.
- ❖ 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 school staff.
- ❖ The school will endeavour to use digital photographs, audio or video clips focussing on group activities, generally, rather than individual pupils (see also Images and Video below)
- ❖ Personal student information including names, surnames, home address and contact details will not be published on Bandonbridge N.S. web pages or other
- ❖ The school will continue to own the copyright of any work published.

Staff (as above plus):

- ❖ Teachers may use school-authorized digital learning platforms to communicate with the parents/guardians of pupils in their classroom. Support teachers may also do so with the pupils in their care. Pupils and their parents/guardians will be provided with log-in credentials for accessing school-mandated communication platforms i.e., Seesaw, Aladdin etc.
- ❖ Teachers in the school may create school email addresses for communication with parent/guardians. Any inappropriate emails by teachers, parents/guardians or pupils will result in this communication platform being removed. These email accounts will be deleted at the end of the school year. Teachers will never communicate directly with pupils using pupil emails or phone numbers.

- ❖ Staff and authorised school visitors/agencies must not use social media or the Internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community
- ❖ School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff, and other members of Bandonbridge N.S. school community on any form of social media sites etc.
- ❖ Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Bandonbridge N.S. into disrepute.
- ❖ Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Bandonbridge N.S. on any social medium
- ❖ All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see webwise.ie and into.ie for specific advice on this)
- ❖ Staff and authorised school visitors/agencies will adhere to the school guidelines on the use of personal mobile phones (see below)

Staff includes:

Principal teacher
 Class teachers
 Support teachers: SET/EAL
 Special Needs Assistants
 School secretary
 Adult volunteers
 Students on work placement

School staff's primary responsibility is to the care and support of the pupils in the school during official school hours: currently from 8.30 a.m. – 2.25 p.m. (15 mins extra time in the morning to prepare the classrooms due to Covid-19 restrictions).

- ❖ Personal phone calls, emails or other messaging must take place outside school hours; other than in exceptional circumstances.
- ❖ Telephone calls, texts, emails, messaging on Aladdin during teaching and supervision time should be limited to urgent school business only. Non-urgent school business should be done outside of these times.
- ❖ Staff phones must be switched off and kept out of sight during teaching time, except with permission from the Principal, in the event of a family emergency.
- ❖ Staff should not use personal devices to communicate with parents/guardians by text, phone call, email, or SMS. However, should the school be closed during a pandemic (Covid-19 etc.) and if remote teaching is in place, there may be a necessity for staff to contact parents/guardians and their children using personal mobile phones. If possible, staff personal phone numbers should not be shared with parents/guardians or pupils. Once normal schooling resumes, the relevant families will be advised that they are no longer allowed to contact the member of staff on their personal phone. Failure to comply will result in the number being blocked.
- ❖ Necessary communication between staff during teaching/supervision time should be done via Aladdin.
- ❖ Staff WhatsApp groups should be used respectfully and accessed during breaktimes or outside school hours only.

Images & Video

Pupils

- ❖ Pupils must not share images, videos, or other content online which could be deemed harmful to another member of the school community either in school or out of school hours
- ❖ 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.
- ❖ The school permits the recording of images and videos of pupils and school activities using school digital cameras and school iPads and other devices only. Recording of any kind is not permitted during church services in St. Peter's Church. Recording of school performances/activities will adhere to the Bandonbridge N.S. Data Protection Policy and may be shared with the school community or wider public in accordance with the rules and regulations contained in the policy and with the express permission of the Principal and parent/guardians.
- ❖ Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad/device as directed by teacher.
- ❖ Pupils must not take, use, share, publish or distribute images of any members of Bandonbridge N.S. community except with the permission of the teacher/Principal.
- ❖ When images of pupils are posted on the school website, blog, Twitter, Aladdin noticeboard etc. individual children will not be identified by their full name.
- ❖ When a child is registered in Bandonbridge N.S. their parents/guardians have the right to refuse permission to have photographs or other digital images of the child published (Registration Form). This includes on school social media platforms.
- ❖ 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.
- ❖ All images of children who are no longer pupils in Bandonbridge N.S. should be deleted from school devices, in line with the school's GDPR Policy.
- ❖ Our school has CCTV (please refer to the school's CCTV Policy and Data Protection Policy).

Staff (as above plus):

- ❖ Staff will only use school digital cameras and school iPads/other school ICT equipment for the recording of images and video of pupils for school-related purposes.
- ❖ Staff will not take photos or video pupils or school activities on personal mobile phones.

Pupils' Personal Devices

The following statements apply to the use of Internet-enabled/Smart/electronic devices in Bandonbridge N.S.:

- ❖ Pupils must not bring personal devices into Bandonbridge N.S. without expressed permission of their class teacher (or the Principal, if relevant). Such personal devices may be used for educational purposes only and under staff supervision. This includes laptops, iPads, computer gaming devices/consoles, mobile phones, and cameras. This excludes fit-bits/smart watches. **However, these must have all functions**

except time and steps disabled during school time, Homework Club, on field trips, on school buses or at school events outside of school hours.

- ❖ Personal devices may be confiscated if brought to school without permission or if they have been used in contravention of this policy. The devices will be returned at the end of the day. The school reserves the right to insist that a parent/guardian collect the device from the school.
- ❖ Some pupils may have Department of Education and Skills approved Assistive Technology to support learning. The Principal will have applied for this AT and will have supporting documentation on file. (see also Home Use of Assistive Technology Policy)

Cyberbullying

The prevention of cyberbullying is an integral part of the school's Anti-bullying Policy and Child Protection Policy. Instances of cyberbullying or other prohibited online behaviours will be dealt with under our Code of Behaviour.

Parent Association: Acceptable Use Policy for P.A. Social Media Communications

The Parent Association usually communicates with parents through the school office/Principal but may also use social media. The Parent Association currently hosts a Facebook page, under the authority of Bandonbridge N.S. Board of Management. The purpose of the Bandonbridge N.S. Parent Association Facebook page is to communicate with and promote specific P.A. activities and events/meetings etc to the parent body.

All content posted by the Parent Association must abide by copyright, child protection legislation, privacy, and data protection law (see also the relevant school policies). The P.A. will not use the PA Facebook page or groups to express personal opinions or create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.

The Board of Management reserves the right to monitor the online activity on these accounts with a designated liaison staff member having read-only access.

The Parent Association Social Media page will adhere to the following guidelines:

- ❖ The P.A. will not advertise products or services on Bandonbridge N.S. Parent Association Facebook page unless prior approval of the BOM has been sought
- ❖ The P.A. will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy
- ❖ The P. A. must not post or tag images of pupils or staff members on Bandonbridge N.S. Parents Association Facebook page
- ❖ The P.A. must not accept pupils as users or links on the Bandonbridge N.S. Parent Association Facebook page

Implementation and Ratification

The implementation of this Acceptable Use policy will be monitored by Principal and IT Coordinator. This policy and its implementation will be reviewed regularly by the Board of Management, teaching staff, parents, and support staff in response to emerging technologies, changes to legislation, updates to Department of Education directives and/or issues arising.

Appendix 1: Pupils in 3rd – 6th Class

Bandonbridge N.S. Rules for Responsible Internet Use (Pupil Form)

The school has laptops, school computers and iPads with Internet access to help our learning. These rules will help us be fair to others and keep everyone safe.

Using the electronic devices:

1. I will not access other people's files
2. I will not use memory sticks/USBs, cameras, iPads, laptops, mobile phones, or MP3 players without the permission of the teacher
3. I will disable all the functions on my Smart watch except the clock and my steps (if applicable)
4. I will treat all of the computer equipment with respect

Using the Internet:

1. The use of the Internet is for educational purposes only
2. I will not use the Internet, unless given permission by a teacher
3. I will report any unsuitable material to my teacher immediately because this will help protect other pupils and myself
4. I understand that the school may check my computer files and may monitor the Internet sites I visit
5. I will not complete and send forms without permission from my teacher
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites
7. I will not upload or download non-approved material

Using e-mail:

1. I understand that I cannot access my personal accounts in school
2. I will not send or open attachments without the permission of the teacher
3. I understand only my teachers can e-mail other children and schools as part of schoolwork
4. I will not give my full name, my home address or telephone number or that of anyone else when composing content for emails
5. I will use polite and sensible language in messages I create

I agree to follow the school's Acceptable Use Policy. I will use the Internet in a responsible way and follow all the rules explained to me by the school.

I understand that failure to comply with the rules will mean withdrawal of my Internet privileges.

Student's Signature: _____ Class: _____

Parent/ Guardian's Signatures: _____

Date: _____