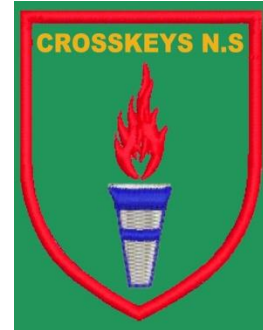

**Crosskeys National School,
Crosskeys,
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Internet Acceptable Use Policy July 2024

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Introduction

Crosskeys National School is a co-educational Catholic School with a current enrolment of 106 pupils. Crosskeys National School is a school where every person is a valued member of a happy, vibrant learning community. In Crosskeys National School we aim to provide a well-structured, caring and positive learning environment with plenty of fun and adventure along the way.

General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Crosskeys National School.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Crosskeys National School.

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

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

Crosskeys National 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.
- Crosskeys National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed regularly and as any need arises 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, 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, Mr. Gurhy, the principal and also the class teacher should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all teachers.

Content Filtering

Crosskeys N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4: This level allows access to millions of websites including games and YouTube but 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.

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.

- Use of file sharing and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is only allowed in Crosskeys National 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 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.

Social Media

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

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Crosskeys National School.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in Crosskeys National School
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed 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 or other members of the Crosskeys National School community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Crosskeys National 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 Crosskeys National School into disrepute.

Staff and pupils must not represent their personal views as being those of Crosskeys National School on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as laptops (including those granted to students with SEN), tablets, gaming devices, and digital music players in Crosskeys National School.

- In general pupils are not allowed to bring personal internet-enabled devices into Crosskeys National School. On rare occasions and with expressed permission from the principal an exception may be made to this rule. In such cases 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.

- Use of laptops/tablets 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.

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 Crosskeys National School 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 are only allowed with expressed permission from the principal.

Written permission from parents or guardians will be obtained before photographs of pupils are published by the school on a future website, school newsletter, school social media (Twitter) account, in local/national media (i.e. Anglo Celt September enrolment pictures) or for any other school purpose. This permission will be obtained or otherwise by the school upon enrolment. The parent has the right to withdraw this permission at any time in writing.

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.

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 any 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 Crosskeys National 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 Websites

Pupils may 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 any website.

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. For example on the school's digital learning platform, Seesaw, all posts must be approved by the teacher before they are fully uploaded to the child's Seesaw account.

Crosskeys National School will not publish the first name and last name of pupils in video or photograph captions published on the internet in line with child protection best practice.

Online Teaching/Communications

General Guidelines

- Under no circumstances can pictures or recordings be taken of video calls or videos/pictures uploaded on Seesaw.
- Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families via Seesaw or through the official school email.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom).
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Crosskeys National School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private. Under no circumstances can pictures or recordings be taken of video calls.

Guidelines for staff members using online communication methods:

- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff members will generate a new meeting ID and password for each Zoom meeting being held.

- Staff members will notify parents/guardians of the date, time and password for a video call via email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.
- Pictures or recordings of a video call or a video included in a Seesaw lesson are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background (where possible).

Guidelines for parents and guardians:

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.
- Under no circumstances can pictures or recordings be taken of video calls or videos uploaded on Seesaw.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Ratification and Review

This revised internet AUP document was drafted in February 2021 and thereafter reviewed by both teachers and Parent Association representatives before being ratified by the Board of Management at its meeting on 10th July 2024.

The suitability and effectiveness of this policy will be kept under review and amended where necessary going forward, following consultation between all interested parties.

Signed: Donal Kilduff
Chairperson

Date 10-06-24

Signed: Niall Gurhy
Principal/Secretary to the BoM

Date 10-06-24

School Consent

I give my consent for _____ (**child's full name**) during his/her time as a pupil in Crosskeys National School to the following:

Please tick yes or no as appropriate:

<u>Photography, video and Social Media</u>	Yes	No
<p>Photographs and videos of my child may be used:</p> <ul style="list-style-type: none"> • on a Crosskeys NS website • in the school Newsletter • on School social media: i.e.: Twitter, Seesaw, Instagram, Parent's Association Facebook page, etc. (<u>children's names will never be published alongside photographs</u>). • To promote Crosskeys N.S., i.e. involvement in various projects that may be promoted in the media, including local or national newspapers and local or national radio or television. <p>I give consent for photograph and video images of my child to be used for the above purposes.</p> <p><u>Picture/video images will always be school related and in line with best practice in the area of child protection.</u></p>		
<p style="text-align: center;"><u>Code of Behaviour</u></p> <p>I have read and accept the Code of Behaviour of Crosskeys N.S. I agree to support the school with their responsibility to uphold the Code of Behaviour. I have discussed the Code of Behaviour with my child.</p>		
<p style="text-align: center;"><u>School Policies</u></p> <p>I acknowledge that I have received policies from Crosskeys N.S. including Admissions Policy, Anti-Bullying Policy, Acceptable Use Policy, Child Protection Policy and Code of Behaviour. I have discussed these with my child and agree to abide by these policies.</p>		
<p style="text-align: center;"><u>Outside School Events</u></p> <p>I understand that certain events may take place during the school year where a bus has not been organized (e.g. football matches, quizzes etc.) I will make arrangements for my child to get to the event and communicate the arrangement I have made to the class teacher.</p>		
<p style="text-align: center;"><u>Outside Agencies</u></p> <p>I give permission for my child's needs to be discussed with an outside agency should they contact the school (e.g. Speech and Language) should the need arise.</p>		

Signed: _____ (parent(s)/guardian(s))

Date: _____