**St. John’s N.S.**

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**Acceptable Usage Policy for Internet Use**

**Aim:**

The aim of this Acceptable Usage 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

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.

**School’s Strategy**

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

* Internet sessions will always be supervised by a teacher.
* Filtering software from the PDST-TiE is used in order to minimise the risk of exposure to inappropriate material. Filtering Level 4 is used in the school.
* The school will regularly monitor pupils’ Internet usage through classroom observation.
* Students and teacher 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 is used and updated regularly.
* The use of personal memory sticks in school requires a teacher’s permission.
* Students will observe good “netiquette” (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

* Students 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 during class time. During break time on a wet day, pupils in the Senior classes may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher and children cannot use social media account or record images, audio or video of other pupils or staff.
* Students will be familiar with copyright issues relating to online learning.
* Students will never disclose or publicise personal or confidential information for example home addresses, telephone numbers, name and location of their school.
* Students will not examine, change or use another person’s files, user name or passwords.
* Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.

**Email/Internet Chat**

* Students will not be given access to email. However, they will be provided with codes for accessing other communication tools and learning platforms such as Seesaw, ixl, duolingo, spellingsforme.ie etc.
* 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 note that sending and receiving email attachments is subject to permission from their teacher.
* Students will never arrange a face-to-face meeting with someone they only know online.
* Students will note that sending and receiving files is subject to permission from their teacher.
* Students will not have access to email, social media, chat rooms, discussion forums, messaging or other electronic communication fora.

### Internet

The Internet has become a two way communication system for the school. Services such as email and Seesaw will be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. John’s N.S., form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school’s Data Protection Policy for further information on how the school utilises 3rd party services.

**School Website**

* Students will be given the opportunity to publish projects, artwork or school work 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
* The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
* The publication of student work will be co-ordinated by a teacher.
* Students’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
* Personal student information including home address and contact details will be omitted from school web pages.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* The school will ensure that the image files are appropriately named – will not use students’ names in image file names or ALT tags if published on the web.
* Students will continue to own the copyright on any work published

**The purpose of school web site will be to:**

* give parents access to school policies
* give contact details to prospective parents
* outline the school’s ethos
* publish and display activities, school outings undertaken by the pupils
* inform parents of events taking place in school i.e. school calendar, newsletter
* act as a means of communication with parents

**Material for publication**

Only material that has been approved by class teacher and principal will be published on school website.

**Roles and Responsibilities**

The IT consultant from School Web Design will manage the information on the web server in consultation with class teacher and principal.

**Direct Communication using Internet**

Teachers in the school may use a number of tools for classroom communication. Examples include email, Zoom and Seesaw. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

* All meetings will be password protected
* All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
* The staff member has the right to remove any person being disruptive from a Zoom Call lesson.
* A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
* Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
* While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.

**Sanctions**

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

**Review:**

This AUP was revised to take account of Remote Learning. It is envisaged that the Board of Management and Teachers will revise the AUP regularly.

**Ratification:**

This policy was reviewed and approved by the Board of Management on Thursday, 17th June, 2021.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Canon Janet Catterall (Chairperson)**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Gail Waters (Principal)**