



## **Internet & Technology Acceptable Usage Policy**

The purpose of the Internet & Technology Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet and technological resources, and will be protected from harmful and illegal use of the Internet.

Balla NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet and technology. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring Pupil Access to the Internet

The school is pleased to offer the Internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, creating presentations and videos, and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working. The school will integrate such education as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only
3. Internet sessions will always be supervised by a teacher
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
5. Filtering software, provided by the HEA will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor pupils' Internet usage
7. Pupils will receive training in the area of Internet safety
8. Pupils will be taught to evaluate the content of Internet sites
9. Teachers will be made aware of Internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis



12. The use of personal external storage devices requires a teacher's permission

13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

15. Kiddle.co or other similar education focused search engines will be used when researching information online.

16. If information is copied verbatim from a website into a project, that website will be acknowledged as the source of the information.

17. Photos used in projects will have appropriate usage rights.

### **Email**

If pupils are allowed to use email, the following rules will apply:

1. Email addresses would be provided by the school using G-Suite for Education

2. Email will be used for educational purposes only

3. Students will only use email under supervision by and permission from a teacher

4. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

5. Pupils will not send messages to external email addresses or provide their school email address to an external person or organisation without express permission from a teacher

6. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email

7. Pupils will never arrange to meet someone via school email

8. Sending or receiving email attachments is subject to teacher permission.

9. School email accounts may be monitored for content and filtered for appropriate language usage.

### **Other Pupil Online Accounts**

Students may be provided with approved, password-protected, accounts for educational, reporting and behaviour management reasons. These may include spellingcity.com, literacyplanet.com etc.



1. Pupils may only access their own accounts
2. Pupils will not share their accounts with other pupils
3. Any pupil profile created must have appropriate imagery and language.
4. All information submitted using email or other online accounts must follow expected syntax and include appropriate punctuation.

### **Internet Chat**

Students are not permitted to use Internet chat rooms.

### **School Website**

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on a class website or the school website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on pairs or groups and group activities rather than on individual pupils when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/parents/ guardians. This permission may be withdrawn at any time
8. Pupils will continue to own the copyright on any work published.

### **Education and Internet Awareness**

Balla NS will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time,



they need to learn to recognise and avoid these risks – to become Internet wise.

Resources that may be used to implement this programme include:

- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- [www.commonsense.org](http://www.commonsense.org)
- [www.saferinternetday.org](http://www.saferinternetday.org)
- Local Community Gardaí provide workshops to children specifically targeting Cyber Safety.
- Filtering

The school will use the Internet provided and filtered by the HEA (Higher Education Authority). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At Balla NS we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages. Devices Each school device has a number. Teachers may check logs of all information accessed by pupils. An audit of Internet usage may be run at any time. No device settings may be changed without permission from a teacher.

#### Sanctions

If a pupil deliberately misuses a device, the Internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges for an appropriate period. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

The Board of Management on adopted this policy on 9<sup>th</sup> March '20 date

Signed: John Nicholas Chairperson of Board of Management

Signed: Alme Egan Secretary/Principal

Date: 9<sup>th</sup> March 2020



**Responsible Internet Use - Pupil Undertaking**

We use Balla National School devices and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
  - I will not bring external storage devices such as USB Flash Drives, SD cards etc. into school without permission
  - I will not use email for personal reasons
  - I will only use email for school projects and with my teacher's permission
  - I will give the source of any information I copy into a project
  - I will only use photos that are labelled for reuse
  - The messages I send will be polite and sensible
  - When/if an sending email, I will not give my home address or phone number or arrange to meet anyone
  - I will ask for permission before opening an email or an email attachment
  - I will not use internet chat rooms
  - If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
  - I know that the school may check my computer files and may monitor the sites I visit
  - I understand that if I deliberately break these rules, I could be stopped from using the Internet and devices and my parents will be informed.
  - Signed: \_\_\_\_\_ Student
  - Signed: \_\_\_\_\_ Parent/guardian
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*S.N. Bhalla Alainn, Balla Alainn, Caisleán a'Bharraigh, Co. Mhaigh Eo.*



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Signed: John Nicholas Chairperson of Board of Management

Signed: Aime Egan Secretary/Principal

Date: 9/3/2020