Acceptable Usage Policy for Internet Use

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. 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.

The first version of the AUP was ratified in 2017 by BOM of CTK BNS. It has now been revised to take account of new technologies being used for remote teaching and learning during school closures in 2020 and 2021.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' usage through classroom observation.
- Students and teachers will be provided with opportunities for training in the area of Internet safety.
- 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 and other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

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. However, children cannot use social media accounts or record images, audio or video of other pupils or staff.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity and security.

Email / Internet Chat

- Students will not be given access to email. However, they will be provided with Google credentials for accessing other communication tools such as Google Classroom. This applies to senior classes only.
- 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 passwords, addresses or telephone numbers or pictures.
- 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 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 and the wider community. Services such as YouTube, SeeSaw, Aladdin email and other tools are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by CTK BNS, 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.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age

- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- Please do not request to "friend" a member of staff in the school. Most staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

School Website

- Please note that the following points apply to the school's web site and social media profiles, including YouTube.
- Pupils 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 pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages and the school's social media.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

School Instagram Account:

- CTK BNS currently manages its own school instagram page. The account is managed and updated by a staff member.
- The account is private in that followers cannot comment in relation to any content published.
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Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Zoom, SeeSaw, and ClassDojo. 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.

Parental consent will be required before a student is allowed to engage using zoom, google classrooms and SeeSaw.

Online Remote Learning Responsible User Agreement CTK BNS

Expectations and requirements of parents and children using online technology such as Zoom or Google Meets to support remote learning.

 Rules These rules will need to be followed and adopted by students and students will need to be supervised by parents when using zoom with their class teacher.

 ✓ I will only access the class zoom link when there is an adult in the house and they know I am using it.

✓ ✓ I will be responsible for my behaviour and actions when using zoom.

✓ I will make sure that all my communication when using zoom is responsible and sensible

✓ I will ensure to be attentive during a zoom session and to act respectfully towards my teachers and peers.

✓ I will not record or take photos/screenshots of my classmates or teachers during video sessions

✓ I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied.

✓ I understand that zoom is an extension of the classroom and that I should conduct myself as I would in a classroom environment.

✓ I will ensure to be on time for the virtual meeting.

✓ I will ensure that I will be dressed appropriately - no wearing of pyjamas allowed.

✓ I will ensure when taking part in a zoom call that I will be in a quiet and free from distractions room – not the bedroom.

- Follow the norms of the classroom.

- Treat your classmates and teachers with kindness and respect.

- All classroom rules apply to online classroom behaviour.

- Remember your classroom intentions.

- Behaviour that interferes with a class will result in a student's removal from the meeting.

- Parents will be notified.

- 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.

I have read these expectations and agree to abide by them.

Personal Devices

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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Christ the King BNS :

- Pupils are only allowed to bring personal internet-enabled devices into Christ the King BNS with expressed permission from staff.

- Pupils are not allowed to use personal internet-enabled devices during lessons.

- 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 Christ the King BNS 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 and once care is taken that no harm is done to staff or pupils of Christ the King BNS.

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 illegal and 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 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 Christ the King BNS 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.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989

- The Data Protection Act 1988
- The Harassment Harmful Communications and Related Offences Act 2020 (Coco's Law)

Support Structure

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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.

Reviewed and updated on: December 8th 2022

Signed: *Anne Dollard*

Chairperson of Board of Management

Date: 8/12/22

Signed: *Clodagh Vahey*

School Principal/Secretary to Board of Management

Date: 8/12/22

Principal: Clodagh Vahey

Chairperson of Board of Management: Anne Dollard (original signed copy available from school office)