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## Internet Acceptable Use Policy including policy for remote learning

Reviewed and ratified by the Board of Management April 13th, 2021

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## **1. Introduction:**

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils in S.N. Réalt na Mara will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Relevant legislation and advice from the Professional Development Service for Teachers Technology in Education have been considered in drafting this policy.

Internet use and access is considered a school resource and privilege. If our school's AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 to 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 S.N. Réalt na Mara.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in S.N. Réalt na Mara.

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

S.N. Réalt na Mara 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 S.N. Réalt na Mara will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

## 2. General Approach:

S.N. Réalt na Mara 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 Social Personal and Health Education (SPHE) curriculum.
- Internet safety advice and support opportunities are provided to pupils in S.N. Réalt na Mara through our Social Personal and Health Education (SPHE) and Information and Communications Technology (ICT) programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- S.N. Réalt na Mara participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually 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 and members of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal and Teaching Staff and the Board of Management.

### **3. Content Filtering**

S.N. Réalt na Mara takes the issue of Child Protection very seriously

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. The Schools Broadband Network operates the filtering solution provided by Palo Alto Networks which is a hosted service designed to provide Web URL filtering for schools, libraries, government agencies and enterprise businesses of all sizes. Content filtering systems classify websites into different 'categories', and these categories are used to control which category of website is allowed for schools on the different filtering levels. (See Appendix 1).

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

- *Level 3 on devices accessible to pupils.* This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- *Teachers have Level 4 filtering on their classroom laptops.* This enables teachers to access YouTube for teaching and learning purposes 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.

### **4. Security**

The Schools Broadband Network checks inbound http and smtp traffic for viruses. The aim is to try and prevent viruses and malware /spyware from gaining access to devices in schools via the internet. However, while this may stop viruses and spyware entering school devices via the internet, there are other ways, such as via USB keys etc., that viruses and spyware can access devices in a school.

Staff must take great care when using USB keys and other storage devices on school devices.

Pupils may not use a personal USB key or other storage devices on a school device without the expression permission of a teacher.

All laptop computers used by teachers are password protected.

## **5. 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 or the Special Education Teacher (SET) or Principal.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content (plagiarism and copyright infringement).

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 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 and staff will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## 6. Cloud based Tools and Applications:

Cloud based tools or applications are online or web-based applications that are accessible generally via a web browser. They range from basic websites to complex and highly interactive online learning environments (OLEs). Many are free for education or may have basic versions which are free, while possibly charging for more advanced functionality. Some are subject specific (for Maths, English, Science etc.) while others such as online learning environments can be used to support any subject area or topic. In selecting cloud-based tools and applications for teaching and learning, consideration will be given to the age of the pupils and appropriateness of tools and applications before introducing new technology or apps for learning. Under GDPR – **The Digital Age of Consent is 16 years old in Ireland** and is designed to protect personal information of children. If new services or platforms are being introduced, the school will ensure that the service is GDPR compliant and that only school email is used to sign up for the service. Where teachers make use of cloud-based tools or apps for teaching and learning e.g. Mangahigh, pupils will be assigned unique login codes by their teacher which they must not share with their peers.

Examples of the cloud-based tools and applications which pupils may have access to under teacher supervision are:

<b>Tools /Application Focus</b>	<b>Examples of Cloud based Tools and Applications</b>
Portal for educational content	Scoilnet.ie
Productivity applications	Microsoft 365, Google Apps for Education,
Online Storage File Sharing	Dropbox, Google Drive, Microsoft OneDrive
Virtual Learning Environment /Online Learning Environment	Seesaw, Kahoot, Quizzizz, Padlet,
Maths Applications	Khan Academy, Mangahigh
Video Conferencing	Zoom
Video Sharing Service	YouTube
Online Presentations	Prezi
Surveys	Survey Monkey

### ***Benefits of Cloud Model:***

1. Provides a flexible, scalable, cost effective model that does not tie schools to out-of-date infrastructure or application investments
2. Offers the flexibility to meet rapidly changing software requirements for today's and tomorrow's teachers and pupils
3. Allows software standardisation, a wide range of applications and easier maintenance through centralised updates
4. Enables rapid development and deployment of complex solutions without the need for in-house expertise

5. Can eliminate the upfront financial burden of deploying new technologies through either a free or 'pay as-you-go' model.
6. Supports different teacher and student devices (tablets, laptops, desktops etc) both inside and outside the school infrastructure.
7. Increased flexibility for teachers, who can select from a wide range of cloud-based applications which best complement their curriculum and approach at any given time.
8. Cloud computing allows for cost- and energy-efficient centralisation of school infrastructures. It takes advantage of cloud-based server capabilities to adjust allocation based on demand.
9. Remote management and maintenance can save time and increase security. For instance, an application or operating system served by the cloud can be upgraded once at the cloud-based server level, rather than on each individual platform.

## **7. Email and Messaging**

- The use of personal email accounts by pupils is not allowed at S.N. Réalt na Mara.
- Teachers will use school email addresses in all professional communications.

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

Pupils may be permitted to use the school email account under the direct supervision of a teacher in certain situations e.g. to submit a competition entry or to communicate on behalf of the class as part of a project.

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.

## **8. Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in S.N. Réalt na Mara:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in S.N. Réalt na Mara.
- Use of video streaming sites such as YouTube and Vimeo etc. is 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, their family members, other members of the S.N. Réalt na Mara community

Staff and pupils must not discuss personal information about pupils, staff and other members of the S.N. Réalt na Mara 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 S.N. Réalt na Mara into disrepute.

Staff and pupils must not represent their personal views as those of S.N. Réalt na Mara on any social media platform.

## **9. Personal Devices**

The following statements apply to the use of any internet-enabled devices such as phones, tablets, gaming devices and digital music players, smart watches in S.N. Réalt na Mara:

- Pupils are generally not allowed to bring phones or personal internet-enabled devices to school.
- In certain circumstances pupils may be allowed to bring personal internet-enabled devices to school to be used during specific lessons with express permission from teaching staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.

## **10. 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 S.N. Réalt na Mara 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.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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 of school.

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.

### **11. 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 S.N. Réalt na Mara 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 outside of school hours.

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 and our school's Code of Behaviour.

## **12. School Website**

S.N. Réalt na Mara has its own school website: [www.rossespointns.com](http://www.rossespointns.com)

Pupils will 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 the school's website.

- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a pupil's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.
- The publication of pupil work will be coordinated by a teacher.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy or reputation of students or staff.

S.N. Réalt na Mara will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on S.N. Réalt na Mara web pages.

S.N. Réalt na Mara will avoid publishing the first name and last name of pupils in video or photograph captions published online.

## **13. Remote/Distance learning**

Teaching and learning is always evolving. Developments in I.C.T provide great opportunities for learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and pupils. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a pupil and teacher, whether at home or school, the school's Code of Behaviour and all of our school's policies still apply.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home during periods of enforced school closure or where groups of children may have to self-isolate under public health guidelines.

S.N. Réalt na Mara uses **Seesaw**, a child friendly, online virtual learning platform to facilitate remote/distance learning. It also enables communication between staff, pupils and families. In Seesaw, each pupil is provided with a secure online journal where they can document and reflect on what they are learning at home. Pupils will be able to add items (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and parents can view them privately. Each pupil's postings will be shared with their Class Teacher and SET (Learning Support Teacher) - if the pupil is availing of support teaching.

Prior to any child being given their own unique access code for Seesaw, parents/guardians are required to complete a Parental Consent form giving their child/children permission to access this platform.

S.N. Réalt na Mara cannot accept responsibility for the security of online platforms, in the event that they are compromised.

*Procedure for setting out work during periods of remote learning:*

Each class teacher and our SET teacher will outline a weekly plan of work for their class groups/ individual students. The plan is generally uploaded to Seesaw on a Sunday afternoon and it sets out the work pupils have to complete over the following week. Parents/guardians will be alerted to the posting of the plan of work via a text message. Teachers will add further learning resources which may include videos, pre-recorded lessons, presentations, worksheets etc. to each pupil's Seesaw folder. Pupils are expected to follow the plan of work and submit their work daily in a timely manner. Pupils should adhere to school hours for completion and submission of work.

*Child safeguarding during remote/distance learning:*

Teachers are required to re-familiarise themselves with child safeguarding policies and statements and follow best-practice.

*Privacy:*

Teachers and parents should familiarise themselves with the privacy settings and policy of any new online services.

Teachers should also be mindful of their own privacy and boundaries. Teachers will use school email and school-approved communication services.

### *On-line behaviour and conduct:*

Everyone engaged in on-line communication is expected to do so in a safe, respectful and kind manner.

Pupils are expected to follow school rules and policies at all times when engaged in on-line learning and to be respectful, kind and considerate in all on-line communication. They should follow the directions of their teachers carefully and promptly and alert a teacher or parent if they come across any inappropriate material or comments.

### *Guidelines for parents and guardians during periods of remote/distance learning:*

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which your child sends to their teacher, ensuring that they have completed the assigned work, that the work submitted is appropriate and note the feedback your child's teacher has given to your child to assist their learning.
3. Continue to revise online safety measures with your child.

### *Communication during periods of remote learning:*

The school will utilise services such as TextaParent messaging app, email and telephone to communicate with parents.

Parents are advised to communicate with teachers via email during periods when the school is engaged with remote teaching and learning. Every effort will be made to respond in a timely manner during school hours.

S.N. Réalt na Mara cannot accept responsibility for the security of online platforms, in the event that they are compromised.

## **14. Legislation**

Legislation:

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

Data Protection Act (2018)

European General Data Protection Regulation (2016)

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

**This policy was reviewed and ratified by the Board of Management of S.N. Réalt na Mara on 13<sup>th</sup> April 2021**

**Appendix 1:**  
**PERMISSION FORM**

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

Pupil's Signature: (required for pupils from 2nd – 6th Classes incl.)

\_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian:

\_\_\_\_\_

Date: \_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupils' work on the school website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix 2

### Content Filtering for Schools

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of students etc. Schools can choose from these six levels and the chosen level of content filtering is implemented by the Schools Broadband team for the school. If schools subsequently want to change the level that is applied, they can do so by a formal written communication from the school to the Schools Broadband Service Desk, which is the single point of contact for all schools in relation to schools' broadband. Content filtering systems classify websites into different 'categories', and these categories are used to control which category of website is allowed for schools on the different filtering levels. Level one is the most restrictive (as outlined below), while level six is the 'widest' level available as it allows access to websites such as YouTube, personal blogging and social networking. The six levels are summarised below, all six levels block access to inappropriate material in categories such as pornography, violence etc.

#### *Level 1*

This content filtering level allows access to a specific list of educational and related websites and other websites commonly used by schools. Level 1 is used by a very small number of schools, as it is generally perceived as being a little too restrictive by most schools.

#### *Level 2*

This level allows access to a wide range (i.e. millions) of educational and other websites but it blocks websites belonging to the 'games' category.

#### *Level 3*

This level is currently used by a majority of schools. It allows access to millions of websites including games but blocks 'YouTube', and blocks access to websites belonging to the 'personal websites' category and websites such as Facebook belonging to the 'Social Networking' category.

#### *Level 4*

This level allows access to the same websites as Level 3, but allows access to 'YouTube', which has become widely used in schools for teaching and learning in the last few years.

#### *Level 5*

This level allows access to the same websites as Level 4, but allows access to 'personal websites category', and other similar types of websites, such as blogs.

#### *Level 6*

This is the widest level of content filtering available. This level allows access to the same websites as Level 5, but allows access to Social Networking sites, such as 'Facebook', and other similar social networking web sites.