

Killygordon National School

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Internet Acceptable Use Policy

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General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet, students, 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.

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:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software is on all laptops and is protected Windows Defender.
- Internet use within school will always be supervised by a teacher. Teachers use Classroom Management on iPads, and when on laptops, pupils are supervised by teachers and SNAs.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Killygordon National School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Killygordon National School.

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

Killygordon National School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Killygordon National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and may impose the appropriate sanctions.

Killygordon 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 and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

- Killygordon National School participates in Safer Internet Day activities to promote safer and 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, class teacher, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the teaching staff of Killygordon National School.

Content Filtering

Killygordon National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Split Level - This level allows different filtering levels for different groups of users; staff and pupils.

- Staff laptops: Level 6. This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- Pupils laptops and iPads: Level 3. This level allows access to 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.

Students 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.

Internet Use

- ❖ Students will use the Internet for educational purposes only.
- ❖ Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- ❖ Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- ❖ Students 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
- ❖ Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- ❖ Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Students will be taught to reference at a basic, age-appropriate level.
- ❖ Students 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.
- ❖ Students are not allowed to download or share materials or images without prior permission from the class teacher.

- ❖ iPad images, and documents created by pupils on laptops, will be wiped after each academic year.
- ❖ Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.
- ❖ Image or file sharing within school e.g. via airdrop is only allowed with staff permission.
- ❖ Children are not allowed to enter another pupils account.
- ❖ Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords with other pupils or on the internet

Email and Messaging

- ❖ Children are not allowed to use personal emails or message other pupils via school devices.
- ❖ Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- ❖ Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- ❖ Students should 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. Pupils should report any such communications to a teacher.
- ❖ All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media. The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Killygordon National School for staff only:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is allowed by staff only at certain times in Killygordon National School
- Use of blogs such as WordPress, Tumblr etc. is allowed by staff only at certain times in Killygordon National School.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times by only the staff in Killygordon National School.
- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and students must not discuss personal information about pupils, staff and other members of the Killygordon National School community on social media.

- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Killygordon National School into disrepute.
- Staff and Students must not represent their personal views as those of being Killygordon National School on any social medium.
- Students will be provided with guidance on etiquette regarding social media as part of internet safety lessons.
- Teachers can read further information about the use of Social Media and Electronic Communication here:

<https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

Personal Devices

- ❖ Students are not allowed to bring electronic devices to school. These include smartwatches that are internet-enabled or have a recording feature, mobile phones, gaming devices, tablets etc.
- ❖ Should a device be brought to school, it will immediately be confiscated by the class teacher and the pupil's parents will be contacted to collect the device from school.
- ❖ Students using Assistive Technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment. Internet-enabled devices will only be allowed during lessons, with expressed permission from teaching staff.

Digital Learning Platforms (including video conferencing)

Killygordon National School digital learning platform Seesaw is owned and managed by the school. This platform should enable two-way communication. The school also currently uses online learning platforms for literacy and numeracy. Parental consent is sought to create student profiles on these third-party platforms. Pupils are only allowed to log into their assigned accounts and not to share passwords. The school seeks parental consent to create student profiles on these third-party platforms. All pupils stay within the designated app or website during class time rather than browsing the web freely.

- ❖ The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- ❖ Personal email addresses should not be used when creating accounts on school digital platforms.
- ❖ The school has a policy in place on Remote Learning.

Audio, images and video

- ❖ At Killygordon National School, images of pupils published online will only be faceless and with prior parental consent. Students must not record audio, take, use, share, publish or distribute images of others without their written permission.
- ❖ Sharing explicit images/video and in particular explicit images/video of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- ❖ Photos of a pupil engaged in learning activities will be shared with parents by email upon request.
- ❖ Recording audio, taking photos or videos on school grounds or when participating in school activities by external personnel is only allowed with expressed permission from parents.

Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming - non-educational and without express permission from teacher
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

School Websites

- ❖ Students 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 the school's website.
- ❖ Students will continue to own the copyright on any work published.
- ❖ The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- ❖ The publication of student work will be coordinated by a teacher.
- ❖ Personal student information including the pupils first and second name, address and contact details will not be published on Killygordon National School website or Facebook page.

Cyberbullying

In accordance with the Anti-Bullying Procedures for Schools, Killygordon National School considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Killygordon National School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Killygordon National School to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Killygordon National School considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

Artificial Intelligence

Killygordon National School recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment. Staff are encouraged to attend training and professional development opportunities to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

- ❖ The selection of AI tools and technologies in Killygordon National School aligns with educational goals, including supporting learner agency and promoting critical thinking.
- ❖ A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.
- ❖ AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.
- ❖ Killygordon National School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- ❖ School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- ❖ All AI tools authorised for use in Killygordon National School comply with data protection regulations (GDPR).
- ❖ Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- ❖ Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- ❖ Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Killygordon National School community
- ❖ Staff and learners must not engage in activities involving AI generated material which might bring Killygordon National School into disrepute.
- ❖ Killygordon National School promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- ❖ AI systems used in Killygordon National School ensure fairness, transparency, and accountability in decision-making processes.
- ❖ Teachers will attribute AI text and images when used.
- ❖ At present, pupils are not permitted to use AI in school or outside of school, to generate school-related material.

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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

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 and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

Implementation & Review

Implementation of the policy will be monitored by the Principal of the school. As part of the implementation, teachers will teach a specific lesson on acceptable use of technology in our school. It will be monitored and evaluated at regular BOM/ISM/Staff meetings. This plan will be reviewed on Oct 2029.

Communication and Ratification

This policy is available on our school website at www.killygordon-ns.com and is also available in the school office for viewing. This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via hardcopy in office, email, school website.
- Families via hardcopy on request from the School Office.

This policy was ratified by the Board of Management on 5 Oct 26.

Signed  Chairperson, Board of Management

Signed Diana Keatley-Robb Principal/Secretary, Board of Management

***** To be sent out to Parents on Aladdin *****

Permission Form

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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 students 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 students' work on the school website.

Signature: _____ Date: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the school office.

School Name: Killygordon National School

Name of Student: _____

Class: _____