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Fanore N.S.

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 at least 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.
- Virus protection software will be used and updated on a regular basis.

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- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Fanore N.S..

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

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.

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

Fanore N.S. 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.
- Fanore N.S. 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

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This policy has been developed by a working group including: Principal,staff and students.

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 whole staff.

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Content Filtering

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

Level 4 This level allows access to millions of websites including games and YouTube but 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 and, in extreme cases, suspension or expulsion.

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Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to class teacher.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

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 will use the Internet for educational purposes only.

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

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

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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.

Use of file sharing and torrent sites is not allowed.

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Email and Messaging

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

The use of personal email accounts is only allowed at Fanore N.S. with expressed permission from members of the teaching staff. (Google Classroom)

- Students will use approved school email accounts.
- Students will use approved class email accounts only under supervision by or permission from a teacher.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher

Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

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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, mircoblogs 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 Fanore N.S. :

- Use of instant messaging services and apps including WhatsApp etc. is allowed in Fanore N.S. by teaching staff. I.e school phone
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Fanore N.S. .
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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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 Fanore N.S. 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 Fanore N.S. into disrepute.

Staff and Students must not represent your personal views as those of Fanore N.S. on any social medium.

Students will be provided with guidance on etiquette regarding social media.

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

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Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Fanore N.S. :

- Students are **not allowed** to bring personal internet-enabled devices into Fanore N.S. .

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Digital Learning Platforms (including video conferencing)

Fanore N.S. digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

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Audio, images and video

Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Fanore N.S. students must not record audio, take, use, share, publish or distribute images of others without their permission.

Taking audio, photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

Recording audio, taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Fanore N.S. .

Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission is sought from parents/carers upon enrolment before video, audio or photographs of students are published on the school website.

Students must not share audio, 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/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. Sharing explicit images/video of other students automatically incurs suspension as a sanction.

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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
- Online gaming
- Online gambling
- Child sexual abuse material
- Any other activity considered questionable

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School Websites

Students 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.

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.

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

The publication of student work will be coordinated by a teacher.

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

Fanore N.S. will avoid publishing first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

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Cyberbullying

In accordance with the Anti-Bullying Procedures for Schools, Fanore N.S. 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 persons 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, Fanore N.S. 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.

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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 Fanore N.S. 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 Cinéalta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Fanore N.S. 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 Cinéalta policy.

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Artificial Intelligence

Fanore N.S. recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Fanore N.S. provides training and professional development opportunities for teachers 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 Fanore N.S. aligns with educational goals, including supporting learner agency and promoting critical thinking.

AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.

Fanore N.S. integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.

Fanore N.S. will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.

A regular review of the impact of AI on learning outcomes is be conducted to ensure continuous improvement.

School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.

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All AI tools authorised for use in Fanore N.S. 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 Fanore N.S. community

Staff and learners must not engage in activities involving AI generated material which might bring Fanore N.S. into disrepute.

Fanore N.S. 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.

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Permission Form

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.

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Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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 name (block capitals): _____

Student's signature: _____

Class: _____

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. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Parent's/ Guardian's name (block capitals):_____

Parent's/ Guardian's signature: _____

Date: _____