St. Paul's Primary School
Acceptable Use Policy
2024-2025

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Contents

1. General Approach
2. Content Filtering
3. Web Browsing and Downloading
4. Gsuite
5. Social Media
6. School Website
7. Personal Devices
8. Images & Video
9. Cyberbullying
10. Permission Forms

1. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed as outlined below.

This Acceptable Use Policy applies to:

- Pupils who have access to and are users of the internet in St. Paul's Primary School.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Paul's Primary School.

When using the internet pupils, 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.

Misuse

Misuse in any of the categories listed below 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.

St. Paul's Primary School 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 St. Paul's Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

School Strategies and Support Structures:

St. Paul's Primary School implements the following strategies in order to maximise learning opportunities and reduce risks associated with the internet:

● Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and Stay Safe curricula.
● St. Paul's Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.
● Internet sessions will be supervised by a teacher
● 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 USB and memory sticks/cards, CD-ROMs/DVDs, or other digital storage media, in school requires a teacher's permission.
● Students will observe good "netiquette" – ie. etiquette on the Internet – at all times, will treat others with respect and will not undertake any actions that may bring the school into disrepute.

Review

This policy and its implementation will be reviewed regularly by the following stakeholders:

● Board of Management, teaching staff, support staff and a representative group of parents.

The school will monitor the impact of the policy using:

● Logs of reported incidents. Should serious online safety incidents take place, Ms. Eileen McCaughey should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of St. Paul's Primary School.

2.

2. Content Filtering

St. Paul's Primary School implements the following level on content filtering on the Schools Broadband Network:

● Level 4
It allows access to millions of websites including games and 'YouTube', which has become widely used in schools for teaching and learning in the last few years. It 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, and in extreme cases, suspension or expulsion.

3. 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 and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

4.

4. Gsuite Accounts

St. Paul's will provide students with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as collaborative projects and learning from home. The goals are to provide a tool for more effective and meaningful classroom instruction, and to ensure that these tools are used in a safe and ethical manner.

Student Google Suite accounts will be actively monitored by staff. Student Google accounts are intended for educational purposes only. Failure to comply with the acceptable use policy by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

Pupils will have access to Google Suite programs, including Classroom, Drive and Docs.

1. **Account security and safety**. It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share passwords. Students will report any possible unauthorized use of their accounts to a teacher immediately. Under no circumstances will students attempt to login to another student's Google account.
Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.
Students will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.

2. **Student use guidelines**. Student Google accounts are to be used for the following purposes only:
- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities

Students may not use Google Suite accounts for:
- Unauthorized personal communication
- Bullying or harassment of other students

· Forwarding of chain mail, spam, or commercial content
· Sending inappropriate or immoral content or language

3. **Privacy**. Student Google accounts are the property of St. Paul's Primary School. Students should expect Google Suite to be subject to monitoring at all times and should not expect any documents to be private. Additionally, active software-based filtering will monitor student Google Suite accounts for content and dangerous/malicious programs.

4. **Consequences of violation of acceptable use policies**. Students who violate policies with regard to acceptable use of student Google accounts are subject to any of the following:
· Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
· Temporary or permanent loss of access to student Google accounts.
· Disciplinary action as determined to be appropriate.

5. Social Media

The following statements also apply to the use of website, messaging, blogging, X.com and video streaming services in St. Paul's Primary School:

- Use of instant messaging services and apps including Snapchat, WhatsApp etc. is not allowed in St. Paul's Primary School.
- Use of blogs or digital journals such as Wordpress, Seesaw, Google Classroom, Class Dojo etc. is allowed in St. Paul's Primary School 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, and other members of the St. Paul's Primary School community. Disciplinary action will be taken as outlined under 'General' above.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Paul's Primary School 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 represent their personal views as those of being St. Paul's Primary School on any social medium.
- All social media sites have minimum age requirements. We would advise parents to not allow their children to have personal accounts on

Facebook, Instagram, Snapchat, TikTok etc. until they are the appropriate age. This is usually at least 13 years of age. It is illegal to set up an account if you have not reached this age, *even with parental permission.*

- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Parents:
    - 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 of your child to your social media, please ensure it does not contain other children from St. Paul's Primary School. While photographs at school events are generally permitted we request that they not be shared on any social media.
    - 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.
    - Please do not request to "friend" a member of staff in the school. The 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.

6. School Website and other media

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Instagram, Facebook, X.com, YouTube and Google+ services

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web and school social media in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website and under supervision of their teacher.
- 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 uploaded only by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities (rather than individual).
- Photographs, audio and video clips will be used. Video clips will not be password protected.
- We will endeavour to ensure that pupils are not identifiable by name on all social media and website posts.
- Personal pupil information including home address and contact details will never be published on school web pages.
- The school will ensure that the image files are appropriately named – eg. 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.

7. Personal Devices

The following statements apply to all mobile phones and the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Paul's Primary School:

- Pupil's personal mobile phones / smart devices / smart watches with cameras are **strictly prohibited** in the grounds of St. Paul's Primary School and on any school-organised field trips.
- Where a pupil breaks the above rule, the class teacher may confiscate the pupil's device. The device will be placed in an envelope in the office and returned to the child's parent/guardian when they come to sign for it.
- In *very* exceptional circumstances if a pupil must bring their phone to school, it should be handed into the office first thing in the morning and may be collected at the end of the school day. Permission for this facility is at the discretion of the principal and may be withdrawn at any time, particularly in the event of it becoming a regular occurrence.
- The Board of Management of St. Paul's Primary School does not accept any responsibility for loss, damage or theft of pupils' personal devices while they are on school property.

8. Images & Video

At St. Paul's Primary School 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 using school approved devices such as the ipads (never personal devices).
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community.
- Digital photographs, audio and/or video clips that appear on the School website are subject to copyright and cannot be copied and/or used in any other setting without express written permission. Digital photographs, audio and/or video clips captured by parents/guardians, family members and friends of groups of children in school, or engaged in any school-related activity, cannot be used on any social media site without express written permission from the parents/guardians of every child in the group.

9. Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

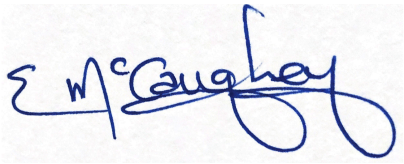
Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by St. Paul's Primary School 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. *However, in the case of Cyber bullying, a one off incident is enough to*

invoke sanctions. The prevention of cyber-bullying is an integral part of the anti-bullying policy of our school.

St. Paul's Primary School 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 St. Paul's Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Signed:



Date: June 2024

Permission Form

Please review the policy carefully before signing.
Detach this page and return to the class teacher.

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

Student's Signature: _____

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 students access unsuitable websites.

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

Parent Signature: _____

Date: _____

Gsuite Permission
(signature required overleaf)

Google Suite runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google for lessons, assignments, and communication. Google Suite is also available at home, the library, or anywhere with Internet access. School staff

will monitor student use of Google when students are at school. Parents are responsible for monitoring their child's use of Google when accessing programs from home. Students are responsible for their own behavior at all times. I agree to parent expectations and give my child permission to use Google Suite.

Parent/Guardian Signature: _____

Date: _____

Student Consent: I agree to abide by Student Expectations of Acceptable use of Google Suite.

Student Signature: _____

Date: _____