Internet Acceptable Use Policy

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School Name	St. Paul's School
Date of Commencement	10/19/2020
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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents, guardians and staff are expected:

- To treat others with respect at all times.
- Not to undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Paul's 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. The school also reserves the right to report any illegal activities to the appropriate authorities.

St. Paul's 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 curriculum and the JCT Level 1 Learning Program.

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

- Board of Management and staff

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 ICT post holder and Principal.

Content Filtering

St. Paul's School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 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 but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Web Browsing and Downloading

Staff, pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Staff, pupils will use the school's internet connection only for educational and developmental activities.

Staff, 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.

Staff, pupils 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 staff, pupils of materials or images not relevant to school work is not allowed.

Email and Messaging

- The use of personal email accounts is allowed at certain times at St. Paul's School.

- Staff will use approved class email accounts only for school purposes

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

Staff 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.

Staff should avoid opening emails that appear suspicious. If in doubt, staff should ask the ICT post holder or Principal before opening emails from unknown senders.

Social Media

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

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed at certain times in St. Paul's School.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St. Paul's School.

Staff, pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St. Paul's School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Paul's School community on social media.

Staff 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 St. Paul's School into disrepute.

Staff and pupils must not represent your personal views as those of being St. Paul's School on any social medium.

Personal Devices

Staff, 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 St. Paul's School :

- Pupils are allowed to bring personal internet-enabled devices into St. Paul's School.

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 St. Paul's School staff, 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 allowed once care is taken that no harm is done to staff or pupils of St. Paul's School .

Before the publication of a pupil's photograph on the school website, it must be checked that written permission is in place.

Staff, pupils must not share images, videos or other content online with the intention to harm another member of the school community.

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.

Cyberbullying

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

Engaging in online activities with the intention to harm, harass, or embarrass and 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 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. This definition includes cyber-bullying even when it happens outside the school or at night.

School Websites

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

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

St. Paul's Schooll will use digital photographs, audio or video clips of pupils for whom permission to publish was previously sought.

Personal student information including home address and contact details will not be published on St. Paul's School web pages.

St. Paul's School will avoid publishing the full name of pupils in video or photograph captions published online.

Permission Form

LegislationThe 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 2003Child Trafficking and Pornography Act 1998Interception Act 1993Video Recordings Act 1989The Data Protection Act 1988

Student: _____

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 (s) or daughter(s) or the child(ren) 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child(ren)'s image and work 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 Principal.