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Killyon,  
Hill of Down,  
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## **Internet Acceptable Use Policy**

### **Introduction**

This Acceptable Use Policy applies to pupils, parents and staff who have access to and are users of the internet in St. Finian's N.S.

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.

### **General Approach**

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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

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

- To always treat others with respect.
- 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.

St. Finian's N.S. 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. Finian's 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.

St. Finian's N.S. implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in internet safety as part of our implementation of the SPHE curriculum.

- Teachers will be encouraged to avail themselves of continuing professional development opportunities in internet safety in order to keep up to date. This may be through the allocation of Croke Park hours for relevant courses or through EPV days allowed for completion of identified summer courses.
- St. Finian's N.S. may participate in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed every three years or sooner if deemed necessary, by the following stakeholders:

- Board of Management
- Teaching staff
- Support staff
- Parent representatives

This policy has been developed by a working group including Principal, Deputy Principal, teachers, pupils, 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 principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the ISM and the Principal.

## **Content Filtering**

St. Finian's N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 3: 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.

Pupils taking steps to bypass 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.

## **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 who will in turn report it to the principal.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 and staff will use the school's internet connection only for educational and career development activities.
- Pupils and staff 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 will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is allowed with staff permission.

## **Email and Messaging**

- The use of personal email accounts by pupils is not allowed at St. Finian's N.S. The children will use school emails only.
- Pupils will not use school email accounts or personal emails to send emails.
- Pupils can only comment on work assigned by teachers on Google classroom.
- 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.

### Social Media/Website:

- It is expected that Killyon N.S. staff, students and parents will use social media in a respectful and responsible manner. Social media should not be used to individually insult any member of the school community. It should not be used to present offensive or inappropriate content or to misrepresent Killyon N.S. or its members in any way. All reports of cyber-bullying and other technology misuses will be investigated fully. Such matters will be dealt with under our Code of Behaviour and Anti-Bullying Policy.
- **Parents:** are expected to be responsible for being aware of and informed about their children's online activity and be proactive in the supervision and guidance of their children taking into account this policy and in particular the school's core values.
- Teachers may publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The public website/social media page will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- PHOTOGRAPH/MEDIA CONSENT: From time to time, we take photographs or create videos of pupils involved in different school activities to be included on our website/social media or in local newspapers. Students' names are never included with any pictures without parental consent. If you do not wish for your child to be included in such activities, please notify the school in writing.

### Personal Devices

- As per our Code of Behaviour, **pupils are not permitted to bring personal devices such as mobile phones, smart watches or other smart devices to school.**

### Images & Video:

- At St. Finian's N.S. pupils and staff must not take, use, share, publish or distribute images of others without their permission.
- 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.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from teaching staff.
- Pupils and staff must not share images, videos or other content online with the intention of harming another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

**Support Structures:**

Websites offering support and advice in the area of Internet Safety have been identified by the school. The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

**Ratification**

Ratified by the Board of Management

Date: Nigel Boardman  
Signed: Fr. Tom Gilroy  
Fr. Tom Gilroy  
Chairperson  
Board of Management

Date: 16/12/24  
Signed: 16.12.24  
Nigel Boardman  
Principal

