



# Internet Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils and staff who have access to and are users of the internet in Woodland National School. 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.

Woodland National 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 Woodland National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

This policy and its implementation will be reviewed annually by the Board of Management, teaching staff, parents and pupils. Should serious online safety incidents take place, the Principal should be informed immediately. The implementation of this Internet Acceptable Use policy will be monitored by the Principal, the Digital Learning Team and the Board of Management.

## Content Filtering

Woodland National School 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.

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, detention and, in extreme cases, suspension or expulsion.

## **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 will report accidental accessing of inappropriate materials in school but outside 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 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 will use the school's internet connection only for educational and career development activities.

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.

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 pupils of materials or images not relevant to their studies is not allowed.

## **Email and Messaging**

The use of personal email accounts is not allowed at Woodland National School.

Pupils should not under any circumstances share their email account login details with other pupils.

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

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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Woodland National School:

Use of instant messaging services and apps including Snapchat, G Chat etc. is not allowed in Woodland National School.

Use of blogs such as Word Press, etc. is not allowed in Woodland National School.

Use of video streaming sites such as YouTube and Vimeo etc. is allowed only 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, other members of the Woodland National School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Woodland National 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 engage in activities involving social media which might bring Woodland National School into disrepute.

Staff and pupils must not represent your personal views as those of bring Woodland National School on any social medium.

## **Personal Devices**

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Woodland National School:

Pupils are not allowed to bring personal internet-enabled devices into Woodland National 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 Woodland National School pupils must not take, use, share, publish or distribute images or videos of others without their permission.

While engaging in online sessions at Woodland National School or at home during periods of remote learning pupils must not take, use, share, publish or distribute images or videos of others without their permission.

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

Pupils must not share 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 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 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 Woodland National 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.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's Code of Behaviour.

The prevention of cyber bullying is an integral part of the school's Anti-Bullying Policy.

## **School Website**

Pupils 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.

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.

Woodland National School 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.

Personal student information including full name, home address and contact details will not be published on Woodland National School web pages.

## **Permission Form**

Legislation: The following legislation relates to use of the Internet which teachers, students and parents should familiarise themselves with:

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

## **Timeframe for Review**

This policy is reviewed annually.

## **Responsibility for Review**

The BOM will be responsible for reviewing the policy.

## **Ratification and Communication**

The Board of Management ratified this policy on 26<sup>th</sup> May 2022.

Signed: Susan Kenny  
(Chairperson, BOM)