



## **St. Columba's N.S.,**

Tullow,  
Co. Carlow.

**Roll Number:** 13607M  
**Telephone & Fax:** 059-9151873

**Email:** stcolumbasnstullow@eircom.net  
**Website:** stcolumbasnstullow.com

### **Internet Acceptable Usage Policy**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the school staff will revise the AUP regularly. Parents and children should read the AUP carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

St. Columba's N.S. employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

#### **These strategies are as follows:**

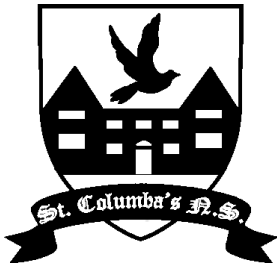
1. Acceptable Usage Policy (AUP)
2. Education around safe use of the Internet
3. Filtering/Monitoring

#### **Sanctions**

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will be notified of misuse by a pupil. The school reserves the right to report any illegal activities to the appropriate authorities.

#### **Internet**

- Internet will be used for educational purposes only.
- Internet is only available to pupils on school owned devices. Exceptions may be made at the discretion of school staff.
- Pupils may not bring their own device to school. Exceptions may be made at the discretion of school staff.
- Internet sessions will always be supervised by a teacher. However, it is noted that each screen cannot be monitored on an individual basis.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.



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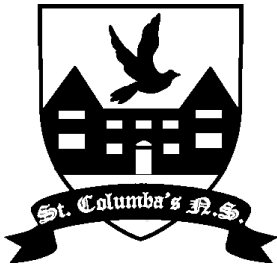
**Website:** stcolumbasnstullow.com

- Filtering software, provided by the National Centre for Technology in Education (NCTE), will be used to minimise the risk of exposure to inappropriate material.
- 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 accordance with school procedures which are detailed below.
- The school will regularly monitor pupils' internet usage.
- Pupils will receive training in the area of internet safety using the webwise.ie materials.
- Pupils will be taught to evaluate the content of internet sites using the webwise.ie materials.
- Pupils are requested to make teachers aware of internet safety issues when using devices owned by the school.
- Uploading and downloading of non-approved material is not allowed.
- The use of personal USB sticks, external storage devices or CDs in school requires the permission of the child's class teacher.
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring the school into disrepute.
- Pupils will not disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils 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.
- In the context of our Anti-Bullying Policy, placing 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.

### **Email**

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Pupils will only use approved class email accounts under supervision by or with permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email



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6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

### Internet Chat

Pupils are not permitted to use internet chat rooms.

### Class Twitter Account

Individual class teachers may opt to use a Twitter account with their class for educational purposes and to help model positive use of social media. Children's names will not be used on Twitter, instead a first initial can be used when sharing news. Photographs of children will not be shared on Twitter. However, photographs of children's work may be shared on Twitter. Children will not post tweets directly to Twitter. Each class teacher may post tweets as suggested by the pupils in his/her class.

### School Website

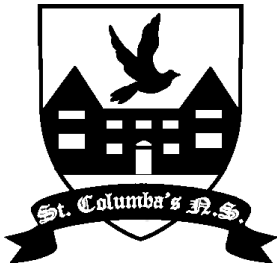
Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' full names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips may be used on the school website.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Permission to publish a pupil's work and photograph is sought from parents/guardians upon enrolment.

### Web 2.0

**Web 2.0** describes World Wide Web sites that use technology beyond the static pages of earlier Web sites. A Web 2.0 site may allow users to interact and collaborate with each other in a social media dialogue as creators of user-generated content in a virtual community, in contrast to Web sites where people are limited to the passive viewing of content. Examples of Web 2.0 include social networking sites, blogs, wikis, video sharing sites, hosted services and Web applications.

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Wordpress, Twitter, Text a Parent and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St.



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Columba's N.S., form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- 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.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

### **Personal Devices**

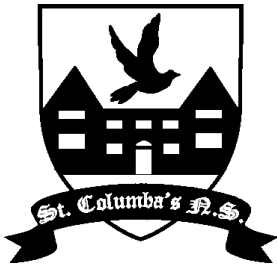
Pupils may not bring their own device to school. Exceptions may be made at the discretion of school staff.

Therefore, pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera is in direct breach of the school's acceptable use policy.

### **Education**

St. Columba's N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.

21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.



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### **Resources that may be used to implement this programme include**

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- CEOP Jigsaw Becky's story video

### **Filtering**

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

St. Columba's N.S. has filtering software which is provided and monitored by the NCTE (PDST). The access to websites from all school computers is monitored and regularly reviewed by the NCTE (PDST). Websites are only allowed through following a verification of their suitability. However, some inappropriate materials may still be viewed through Google Images or advertisement bars.

### **Accidental Access to Inappropriate Materials**

If a pupil accidentally accesses inappropriate material or views material which makes them feel uncomfortable while using the Internet at school they should close the device immediately and report it to their supervising teacher.

This policy was ratified by the Board of Management on 3<sup>rd</sup> April, 2014.

This policy will be reviewed as and when the need arises.