



St. Matthew's National School
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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Matthew's NS. It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Matthew's.

St. Matthew's 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.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.

Resources that may be used to promote internet safety include:

- Internet Safety Awareness Videos
- Internet safety workshops
- Use of the 'Kids' section on the www.webwise.ie website or Digi ducks

The school will monitor the impact of the policy using:

- Supervision of internet activity
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Principal should be informed. In turn the Gardaí or Tusla may be informed.

The implementation of this Internet Acceptable Useage policy will be monitored by the Principal

Content Filtering

- Filtering software will be used to minimise the risk of exposure to inappropriate material
- St. Matthew's encourages use of child friendly search engines such as Kiddle or Kidrex

St. Matthew's NS 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.

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 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 activities.
- Pupils will not upload or download files without teacher permission
- 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 by pupils is not allowed at St. Matthew's NS.
- Staff members are responsible for password protecting their school email accounts. Staff must ensure that their school email address is used for professional purposes only. Staff must not use school email addresses to set up personal/social media accounts.

Social Media

- Staff and pupils and parents and carers 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. Matthew's community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Matthew's 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. Matthew's into disrepute.
- Staff and pupils must not represent personal views as those of being St. Matthew's on any social medium.

Personal Devices

Pupils are not allowed to bring personal internet-enabled devices into St. Matthew's NS. This includes (but not restricted to) iPads, iPods, smart watches, tablets, laptops, cameras, etc.

Mobile phones:

St. Matthew's supports the Parent's Associations 'Smart phone free voluntary code of practice' and discourages the ownership of smart phones by pupils.

Where a pupil brings a mobile phone to school, the phone must be switched off within the school grounds during the school day and for after school activities. The phone must be kept out of sight and in the pupil's school bag. It must not be used for any purpose on school premises, grounds of off sight school activities (such as extracurricular activities or school trips).

Children who need to contact home during school hours may do so through the school secretary. Parents can contact their child through the school secretary

Images & Video

- Pupils must not take, use, share, publish or distribute images of others without their permission in the context of an educational lesson.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with teacher permission and teacher supervision using school ipads or digital cameras.
- Written permission from parents will be obtained before photographs of pupils are published on the school website when pupils first enroll.
- 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. Tusla and Gardaí will also be informed.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of St. Matthew's to any social media platform. This includes images from in- school concerts, events etc. Parents/Guardians must not take, use, share, publish or distribute images of any member of the St. Matthew's community without their expressed permission.

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 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. Parents are asked to monitor their child's online activity and ask to contact each other immediately should any incidences occur.

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

School Website

- All teachers will manage the publication of material on the school website in their class blog
- Personal pupil information will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Teachers will be given an opportunity to publish pupils projects, artwork or school work on the school website
- Permission to publish a student's work will be sought from pupils/ parents/ guardians on entrance to the school. This permission may be withdrawn at any time.

Guidelines for Parents and Pupils Using Zoom Calls

Guidelines/Rules for participation in Zoom Meetings hosted by St. Matthew's NS

Generally, children will be in small groups consisting of no more than a quarter of the class. This pupil/teacher ratio may increase should fewer teachers be available. From time to time, the whole class will be present to complete a special activity, for example a virtual school tour or to complete a class project, such as a JEP activity. The pupil/teacher ratio must increase in line with more students present. The whole school is invited to 'live' assembly each Friday morning with strict rules.

- Each meeting will contain approximately a quarter of the class. This will provide each child the opportunity to contribute and allow for meaningful discussions. We ask that parents do not contribute to the call to allow for maximum interaction between the children and their teacher.
- Be punctual as each session will start and finish on time.
- Everyone will have the opportunity to speak during the call.
- Class rules apply. Child will be removed from visual conference immediately if any behaviour occur that are in breach of the school rules. School sanctions will apply should they be necessary.
- No other devices allowed by child or teacher in order to minimise distraction.

Security Measures:

- Parents should set up the meeting in a shared space of the home where an adult can supervise the call at a distance (please give your child independence).
- Please enter just the child's initials in the name box.
- At least two staff members will be present at each meeting.
- Chat will be disabled.
- Virtual background is not to be used by children during the meetings.
- Screenshare will be disabled.

- Waiting room will be enabled.
- The meetings will be locked.
- Children will be muted on entry, and must remain muted unless speaking. This will allow for everyone to contribute to the discussion and stop unnecessary background noise on the call.
- Children will be unable to partake in meetings until this policy has been accepted and parental permission is given via Aladdin.
- Invitations will be sent to parents via seesaw (family app only). Zoom accounts are for over 16s, and parents will be invited on behalf of the child.
- Staff have completed a webinar in relation to using zoom and online safety.

Photos, screenshots or recordings of any kind must not be taken of the screen during the call. The code of behaviour still applies and must be adhered to. Any breaking of rules will result in sanctions as outlined in our code of behavior and affect the future of these sessions being held for all.

<p>Best Practice Guidelines for Teachers Using Zoom with Pupils Guidelines for using Zoom Meetings with Children</p>

- Children will be unable to partake in meetings until parental permission is given via Aladdin (check before sending out links).
- Each meeting will contain a quarter of the class.
- Only the St. Matthew's Zoom accounts should be used to set up class or group meetings with children
- The link and Password must be sent out in separate emails. All meeting details should only be sent to parents and never to children. Children should be advised to join the meeting in a shared space of the house where an adult must supervise (no harm to send your own little email 'reminding' parents/children of basic rules to make sure the sessions are a success).
- At the start of the first meeting, lay out ground rules of sitting down, class rules apply etc. Remind as needed.
- The meeting should have a clearly defined structure – same question/content for all children. This may be outlined to children in advance of the meeting.
- Rules for participants should also be sent out to parents in advance of the meeting via Acceptable Use Policy.
- At least two staff members must be present in all meetings with children with both staff assigned as host and co-host.
- All participants should be given the opportunity to speak. perhaps time this to ensure it is fair for all participants.
- Chat box is not to be used.
- Zoom settings should be checked
- Remove child immediately if misbehaviour occur

Zoom Settings:

The following Zoom settings must be checked to ensure that:

- A password is required to join the meeting
- Participants cannot join the meeting before the host
- The Waiting Room is enabled
- Only the host can share the screen

- Rules for those joining the meeting should be sent out in advance
- Mute all participants on entry. Participants should be encouraged to mute themselves when they are not speaking.
- All recording is off. (The session must not be recorded for any reason)
- Host ends meeting for all.
- Allow participants to rename themselves once they have joined is off.
- Nonverbal feedback is off.
- File transfer is off.

Permission Form

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

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. 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, I accept that, if the school considers it appropriate, my child’s schoolwork 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.

Name of Student: _____

Class: _____

Student: _____

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

- Board of Management

Passed by Board of Management:	March 2020
Updated	January 2021

Date of next Review: December 2023