



Acceptable Use Policy

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Introduction

This policy was compiled in 2018 in consultation with teachers, the Board of Management and parents and reviewed in October 2023.

Ethos

The ethos and guiding principles of Little Island N.S. affirms that; we are a Roman Catholic School which aims at promoting the full and harmonious development of all aspects of the person of the pupil, intellectual, physical, cultural, moral, and spiritual.

General Approach

The aim of this 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 and educational resource. Misuse of the internet may result in disciplinary action as per the school's Code of Behaviour Policy and the school's Antibullying Policy.

This Acceptable Use Policy also applies to those who have access to and are users of the social media site, Instagram, in Little Island N.S.. Users of the social media site, Instagram, include members of staff, volunteers, parents, carers, and others who access Instagram.

When using the internet and social media site, Instagram, the users, including pupils, parents and staff are expected:

- To always treat others with respect.
- To not undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.

Little Island N.S. will deal with incidents that take place outside the school by following the guidelines outlined in the school's Antibullying Policy. In such cases Little Island N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that takes place out of school.

Little Island N.S. implements the following strategies to promote safer use of the internet and social media site, Instagram:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Little Island N.S. participates in Safer Internet Day activities to promote safer and more effective use of the internet and social media.

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

- Board of Management, teaching staff, and support staff. The school will monitor the impact of the policy using:
 - Monitoring logs of internet activity (including sites visited).
 - Internal monitoring data for network activity.

Should serious online safety incidents take place, the principal should be informed.

The implementation of this Acceptable Use policy will be monitored by all staff.

Content Filtering

Little Island N.S. 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 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.

- Use of file sharing and torrent sites is allowed only with staff permission.

Email and Messaging

The use of personal email accounts is only allowed at Little Island N.S. with expressed permission from members of the teaching staff.

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

Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

Pupils will use approved class email accounts only under supervision by or permission from a teacher.

Pupils should be aware that email communications are monitored.

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, video streaming services and social media services in Little Island N.S.:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is only allowed in Little Island N.S. with express permission from teaching staff.
- Use of blogs such as Word Press, Tumblr etc. is only allowed in Little Island N.S. with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Little Island N.S.
- Use of Instagram as a social media networking service is a means of the school communicating with its adult community (see Appendix 1)

Pupils will not be allowed to upload material to social media sites.

Users must not use the internet or social media sites in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Little Island N.S. community.

Users must not discuss personal information about pupils, staff and other members of the Little Island N.S. community on the internet or social media sites.

Users must not use school email addresses for setting up personal social media accounts or to communicate through such media on the internet.

Users must not engage in activities involving the internet or social media, which might bring Little Island N.S. into disrepute.

Users must not represent their personal views as those of Little Island N.S. on the internet or any social media sites.

Personal Devices

Little Island N.S. do not allow children to bring in personal devices due to Child Protection Concerns. Personal devices include mobile phones, wearable technology and devices that can take digital photographs or audio/video clips.

If a child needs a phone, before or after school, the phone should be turned off and handed to the class teacher at the start of the day and it will be returned at the end of the day. Failure to do this will result in the confiscation of the phone until the parent/guardian comes into collect it.

Digital Images & Audio/Video clips

Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated social media sites, without prior parental/guardian permission.

Care should be taken when taking digital photographs or video/audio clips that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Little Island N.S. pupils must not take, use, share, publish or distribute images of others without their permission and the permission of their teacher.

Taking digital photos or video/audio clips on school grounds or when participating in school activities is not allowed under any circumstances without permission from the teacher.

Pupils must not share images, video/audio clips or other content online with the intention to harm another member of the school community regardless of whether it 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. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to always treat others with respect.

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.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, will be dealt with, as appropriate, in accordance with the school's Code of Behaviour Policy or Anti-Bullying Policy (See School's Code of Behaviour: 'Transmitting, recording or bringing to school any digital material that may be offensive or injurious to any member of the school community', is considered to be a gross breach of discipline and could lead to suspension.)

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

School Websites

Pupils will be given the opportunity to 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 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.

The publication of student work will be coordinated by a teacher.

Little Island NS 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 home address and contact details will not be published on Little Island NS web pages.

Little Island NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Permission Form

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 and social media, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website and on the school's social media. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website and social media account.

Parent's/Guardian's Signature: _____

Address: _____

Date: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Appendix 1: Little Island N.S. Social Media Account

Schools' ethos

We are a Roman Catholic school which aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual.

Rationale

Little Island N.S. continues to acknowledge the importance of connecting and engaging with our school community.

The school's website <http://www.littleislandns.com/> and the affiliated Social Media Networking site, the school's Instagram account 'littleislandns' will now replace the school's App. This will allow the school to continue to connect with the immediate school community as well as, reach out to a much wider audience.

The school App allowed the school to connect and engage with our parents in a very positive way, through sharing and celebrating the children's achievements and work, highlighting school and community events and news.

The school's Instagram account replaces the school App. Instagram is a social media platform that the school will use to share information about school activities, events, and news, while also continuing to highlight the children's achievements and daily activities. The school's Instagram account will provide the school with opportunities to build relationships with prospective parents and families.

Aims

The purpose of the school's social media account is;

- To continue to communicate and share school information with parents (previously done on the school App).
- To continue to share and highlight the positive achievements of the children and the school.
- To share updates and events regularly to ensure that parents are kept up to date with what's going on.
- To publish the school's monthly newsletter.
- To present the school to a wider online audience.
- To build and foster relationships with prospective families and parents.
- To continue to foster a positive relationship with the local Little Island community.

Responsibilities of the Users of the school's social media account

- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school's social media account as per the parental consent form (please see attached form in Appendix 1). Teachers will coordinate the publication of this material. Personal information relating to the pupil including their name, home address and contact details will not be included on the school's social media account.
- Pupils will not be allowed to upload material to social media sites.

- Users, Staff, and pupils must not use social media sites in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Little Island N.S. community.
- Users, Staff, and pupils must not discuss personal information about pupils, staff and other members of the Little Island N.S. community on social media sites.
- Users, Staff, and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media on the internet.
- Users, Staff, and pupils must not engage in activities involving the social media, which might bring Little Island N.S. into disrepute.
- Users, Staff, and pupils must not represent their personal views as those of Little Island N.S. on social media sites.
- Users of the school's social media account, Instagram, are reminded that Instagram has its own guidelines and legal policies and all users of Instagram are bound by their terms and conditions.
- Staff are encouraged to use the privacy settings on social media accounts and to keep updated on developments on privacy restrictions.
- The Principal and the Instagram Administrator will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content on the social media account, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated social media sites, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.

Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our social media account should not be copied or posted to any social media or other website or published in any way.

Please note under no circumstances can photographs taken at school events, which include children other than your own be shared on social media.

This Policy should be read in conjunction with our Data Protection Policy.

Ratified by the Board of Management on 11/12/2023

Signed: 