



Scoil mhuire Gan Smal

Internet Acceptable Use Policy

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Index

Cover Page	1
General Approach	3
Content Filtering	5
Internet Use	6
Email and Messaging	7
Social Media and messaging services for Staff and Students	8
Personal Devices	9
Digital Learning Platforms (including video conferencing)	10
Images and Video	11
Inappropriate Activities	12
School Websites	13
Cyberbullying	14
Permission Form	15

General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, 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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Scoil mhúire Gan Smal .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil mhúire Gan Smal .

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

Scoil mhúire Gan Smal will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Scoil mhúire Gan Smal will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil mhúire Gan Smal 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 and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil mhuire Gan Smal participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

Should serious online safety incidents take place, Principal, Deputy Principal and ICT Co-Ordinator should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the In School Management Team.



Content Filtering

Scoil mhuire Gan Smal 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 the personal websites category and other similar types of websites, such as blogs, but blocks access to websites belonging to the Social Networking category such as Facebook.

See Appendix 1



Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students 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.

Students will use the Internet for educational purposes only.

Students 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 students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.



Email and Messaging

The use of personal email accounts is not allowed at Scoil mhuire Gan Smal .



Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil mhuire Gan Smal :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Scoil mhuire Gan Smal .
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Scoil mhuire Gan Smal .

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here:

<https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>



Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Scoil mhuire Gan Smal :

- Students are not allowed to bring personal internet-enabled devices into Scoil mhuire Gan Smal .



Digital Learning Platforms (including video conferencing)

Scoil mhuire Gan Smal digital learning platform is owned and managed by the school. This platform should enable two-way communication.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Remote Learning Policy: *See the school's remote learnign policy.*



Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Scoil Mhuire Gan Smal students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Students 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.



Inappropriate Activities



School Websites

Students 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.

Students will continue to own the copyright on any work published.

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.

Scoil mhuire Gan Smal 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.

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

Personal student information including home address and contact details will not be published on Scoil mhuire Gan Smal web pages.

The Scoil mhuire Gan Smal will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a persons sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Scoil mhúire Gan Smal considers that 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.

When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by **Scoil mhúire Gan Smal** to ensure that staff and students 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 cyberbullying even when it happens outside the school or at night. In addition the **Department of Education Anti-Bullying Procedures, 2013** defines cyberbullying as "placing a **once-off** offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour".

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



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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991
 - Children Act, 2001
 - Criminal Justice (Offences Relating to Information Systems) Act 2017

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the Internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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.

School Name: Name of Student: _____

Class/Year: _____

Student: _____

Category Name	L1	L2	L3	L4	L5	L6	Summary Description of Category
Auctions	Allow	Allow	Allow	Allow	Allow	Allow	Sites that promote the sale of goods between individuals.
Business and Economy	Allow	Allow	Allow	Allow	Allow	Allow	Marketing, management, economics, and sites relating to entrepreneurship or running a business.
Computer and Internet Info	Allow	Allow	Allow	Allow	Allow	Allow	General information regarding computers and the internet.
Content Delivery Networks	Allow	Allow	Allow	Allow	Allow	Allow	Sites whose primary focus is delivering content to 3rd parties such as advertisements, media, files, etc.
Dynamic DNS	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide and/or utilize dynamic DNS services to associate domain names to dynamic IP addresses. Dynamic DNS is often used by attackers for command-and-control communication and other malicious purposes.
Educational Institutions	Allow	Allow	Allow	Allow	Allow	Allow	Official websites for schools, colleges, universities, school districts, online classes, and other academic institutions
Entertainment and Arts	Allow	Allow	Allow	Allow	Allow	Allow	Sites for movies, television, radio, videos, programming guides/tools, comics, performing arts, museums, art galleries, or libraries. Includes sites for entertainment, celebrity and industry news.
Financial Services	Allow	Allow	Allow	Allow	Allow	Allow	Websites pertaining to personal financial information or advice, such as online banking, loans, mortgages, debt management, credit card companies, and insurance companies. Does not include sites relating to stock markets, brokerages or trading services.
Government	Allow	Allow	Allow	Allow	Allow	Allow	Official websites for local, state, and national governments, as well as related agencies, services, or laws.
Health and Medicine	Allow	Allow	Allow	Allow	Allow	Allow	Sites containing information regarding general health information, issues, and traditional and non-traditional tips, remedies, and treatments. Also includes sites for various medical specialties, practices and facilities (such as gyms and fitness clubs) as well as professionals. Sites relating to medical insurance and cosmetic surgery are also included.
Home and Garden	Allow	Allow	Allow	Allow	Allow	Allow	Information, products, and services regarding home repair and maintenance, architecture, design, construction, décor, and gardening.
Hunting and Fishing	Allow	Allow	Allow	Allow	Allow	Allow	Hunting and fishing tips, instructions, sale of related equipment and paraphernalia
Internet Portals	Allow	Allow	Allow	Allow	Allow	Allow	Sites that serve as a starting point for users, usually by aggregating a broad set of content and topics.
Job Search	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide job listings and employer reviews, interview advice and tips, or related services for both employers and prospective candidates.
Legal	Allow	Allow	Allow	Allow	Allow	Allow	Information, analysis or advice regarding the law, legal services, legal firms, or other legal related issues
Military	Allow	Allow	Allow	Allow	Allow	Allow	Information or commentary regarding military branches, recruitment, current or past operations, or any related paraphernalia
Motor Vehicles	Allow	Allow	Allow	Allow	Allow	Allow	Information relating to reviews, sales and trading, modifications, parts, and other related discussions for automobiles, motorcycles, boats, trucks and RVs.
Music	Allow	Allow	Allow	Allow	Allow	Allow	Music sales, distribution, or information. Includes websites for music artists, groups, labels, events, lyrics, and other information regarding the music business.
News	Allow	Allow	Allow	Allow	Allow	Allow	Online publications, newswire services, and other websites that aggregate current events, weather, or other contemporary issues. Includes newspapers, radio stations, magazines, and podcasts.
Parked	Allow	Allow	Allow	Allow	Allow	Allow	URLs which host limited content or click-through ads which may generate revenue for the host entity but generally do not contain content that is useful to the end user.
Philosophy and Political Advocacy	Allow	Allow	Allow	Allow	Allow	Allow	Sites containing information, viewpoints or campaigns regarding philosophical or political views.
Private IP Addresses	Allow	Allow	Allow	Allow	Allow	Allow	This category includes IP addresses defined in RFC 1918, 'Address Allocation for Private Intranets?' which are : 10.0.0.0 - 10.255.255.255 (10/8 prefix) 172.16.0.0 - 172.31.255.255 (172.16/12 prefix) 192.168.0.0 - 192.168.255.255 (192.168/16 prefix) 169.254.0.0 - 169.254.255.255 (169.254/16 prefix) It also includes domains not registered with the public DNS system (such a *.local)
Real Estate	Allow	Allow	Allow	Allow	Allow	Allow	Information on property rentals, sales and related tips or information. Includes sites for real estate agents, firms, rental services, listings (and aggregates), and property improvement.
Recreation and Hobbies	Allow	Allow	Allow	Allow	Allow	Allow	Information, forums, associations, groups, and publications on recreations and hobbies.
Reference and Research	Allow	Allow	Allow	Allow	Allow	Allow	Personal, professional, or academic reference portals, materials, or services. Includes online dictionaries, maps, almanacs, census information, libraries, genealogy and scientific information.
Religion	Allow	Allow	Allow	Allow	Allow	Allow	Information regarding various religions, related activities or events. Includes websites for religious organizations, officials and places of worship.
Search Engines	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide a search interface using keywords, phrases, or other parameters that may return information, websites, images or files as results
Sex Education	Allow	Allow	Allow	Allow	Allow	Allow	Information on reproduction, sexual development, safe sex practices, sexually transmitted diseases, birth control, tips for better sex, as well as any related products or related paraphernalia. Includes websites for related groups, forums or organizations.
Shareware and Freeware	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide access to software, screensavers, icons, wallpapers, utilities, ringtones, themes or widgets for free and/or donations. Also includes open source projects.
Shopping	Allow	Allow	Allow	Allow	Allow	Allow	Sites that facilitate the purchase of goods and services. Includes online merchants, websites for department stores, retail stores, catalogs, as well as sites that aggregate and monitor prices.
Society	Allow	Allow	Allow	Allow	Allow	Allow	Topics relating to the general population, issues that impact a large variety of people, such as fashion, beauty, philanthropic groups, societies, or children. Also includes restaurant websites.

Category Name	L1	L2	L3	L4	L5	L6	Summary Description of Category
Sports	Allow	Allow	Allow	Allow	Allow	Allow	Information about sporting events, athletes, coaches, officials, teams or organizations, sports scores, schedules and related news, and any related paraphernalia. Includes websites regarding fantasy sports and other virtual sports leagues.
Stock Advice and Tools	Allow	Allow	Allow	Allow	Allow	Allow	Information regarding the stock market, trading of stocks or options, portfolio management, investment strategies, quotes, or related news.
Training and Tools	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide online education and training and related materials.
Translation	Allow	Allow	Allow	Allow	Allow	Allow	Sites that provide translation services, including both user input and URL translations. These sites can also allow users to circumvent filtering as the target page's content is presented within the context of the translator's URL.
Travel	Allow	Allow	Allow	Allow	Allow	Allow	Information regarding travel tips, deals, pricing information, destination information, tourism, and related services. Includes websites for hotels, local attractions, casinos, airlines, cruise lines, travel agencies, vehicle rentals and sites that provide booking tools such as price monitors.
Web Advertisements	Allow	Allow	Allow	Allow	Allow	Allow	Advertisements, media, content, and banners.
Web Hosting	Allow	Allow	Allow	Allow	Allow	Allow	Free or paid for hosting services for web pages, including information regarding web development, publication, promotion, and other methods to increase traffic.
Web-based Email	Allow	Allow	Allow	Allow	Allow	Allow	Any website that provides access to an email inbox and the ability to send and receive emails.
Internet Communications and Telephony	Block	Allow	Allow	Allow	Allow	Allow	Sites that support or provide services for video chatting, instant messaging, or telephony capabilities.
Streaming Media	Block	Allow	Allow	Allow	Allow	Allow	Sites that stream audio or video content for free and/or purchase.
Games	Block	Block	Allow	Allow	Allow	Allow	Sites that provide online play or download of video and/or computer games, game reviews, tips, or cheats, as well as instructional sites for non-electronic games, sale/trade of board games, or related publications/media. Includes sites that support or host online sweepstakes and/or giveaways.
Online Storage and Backup	Block	Block	Allow	Allow	Allow	Allow	Websites that provide online storage of files for free and as a service.
Personal Sites and Blogs	Block	Block	Block	Block	Allow	Allow	Personal websites and blogs by individuals or groups.
Social Networking	Block	Block	Block	Block	Block	Allow	User communities and sites where users interact with each other, post messages, pictures, or otherwise communicate with groups of people. Does not include blogs or personal sites.
Abortion	Block	Block	Block	Block	Block	Block	Sites that pertain to information or groups in favor of or against abortion, details regarding abortion procedures, help or support forums for or against abortion, or sites that provide information regarding the consequences/effects of pursuing (or not) an abortion.
Abused Drugs	Block	Block	Block	Block	Block	Block	Sites that promote the abuse of both legal and illegal drugs, use and sale of drug related paraphernalia, manufacturing and/or selling of drugs.
Adult	Block	Block	Block	Block	Block	Block	Sexually explicit material, media (including language), art, and/or products, online groups or forums that are sexually explicit in nature. Sites that promote adult services such as video/telephone conferencing, escort services, strip clubs, etc.
Alcohol and Tobacco	Block	Block	Block	Block	Block	Block	Sites that pertain to the sale, manufacturing, or use of alcohol and/or tobacco products and related paraphernalia. Includes sites related to electronic cigarettes.
Copyright Infringement	Block	Block	Block	Block	Block	Block	Web pages and services that are dedicated to illegally offer videos, movies or other media for download infringing copyrights of others.
Dating	Block	Block	Block	Block	Block	Block	Websites offering online dating services, advice, and other personal ads
Extremism	Block	Block	Block	Block	Block	Block	Websites promoting terrorism, racism, fascism or other extremist views discriminating people or groups of different ethnic backgrounds, religions or other beliefs.
Gambling	Block	Block	Block	Block	Block	Block	Lottery or gambling websites that facilitate the exchange of real and/or virtual money. Related websites that provide information, tutorials or advice regarding gambling, including betting odds and pools. Corporate websites for hotels and casinos that do not enable gambling are categorized under Travel
Hacking	Block	Block	Block	Block	Block	Block	Sites relating to the illegal or questionable access to or the use of communications equipment/software. Development and distribution of programs, how-to-advice and/or tips that may result in the compromise of networks and systems. Also includes sites that facilitate the bypass of licensing and digital rights systems.
Insufficient Content	Block	Block	Block	Block	Block	Block	Websites and services that present test pages, no content, provide API access not intended for end-user display or require authentication without displaying any other content suggesting a different categorization.
Malware	Block	Block	Block	Block	Block	Block	Sites containing malicious content, executables, scripts, viruses, trojans, and code.
Nudity	Block	Block	Block	Block	Block	Block	Sites that contain nude or seminude depictions of the human body, regardless of context or intent, such as artwork. Includes nudist or naturist sites containing images of participants.
Peer-to-Peer	Block	Block	Block	Block	Block	Block	Sites that provide access to or clients for peer-to-peer sharing of torrents, download programs, media files, or other software applications.
Phishing	Block	Block	Block	Block	Block	Block	Seemingly reputable sites that harvest personal information from its users via phishing or pharming.
Proxy Avoidance and Anonymizers	Block	Block	Block	Block	Block	Block	Proxy servers and other methods that bypass URL filtering or monitoring.
Questionable	Block	Block	Block	Block	Block	Block	Sites containing tasteless humor, offensive content targeting specific demographics of individuals or groups of people, criminal activity, illegal activity, and get rich quick sites.
Swimsuits and Intimate Apparel	Block	Block	Block	Block	Block	Block	Sites that include information or images concerning swimsuits, intimate apparel or other suggestive clothing.
Weapons	Block	Block	Block	Block	Block	Block	Sales, reviews, descriptions of or instructions regarding weapons and their use.