

Corpus Christi Girls' National School Internet Acceptable Use Policy



Corpus Christi GNS Internet Acceptable Use Policy



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1. Introduction

In Corpus Christi GNS, the provision of a safe internet environment will be achieved using a three-pronged approach; filtering/monitoring; education; and through the development and implementation of an Internet Acceptable Use Policy (AUP).

Our AUP policy is made up of three documents; AUP, Social Media, and Remote Teaching and Continuity of Learning Plan. This document outlines the agreed AUP formulated by the staff, principal, parents and Board of Management of Corpus Christi GNS.

2. General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

Users to whom AUP applies

This AUP applies to pupils who have access to and are users of the internet in Corpus Christi GNS. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Corpus Christi GNS.

Misuse and Sanctions

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. Corpus Christi GNS 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 antibullying policies. In such cases Corpus Christi GNS will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Serious online safety incidents

Should serious online safety incidents take place, the Principal or in her absence the Deputy Principal will be informed.

Promoting safer use of the internet

Corpus Christi GNS 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 RSE curricula.
- Internet safety advice and support opportunities are provided to pupils in Corpus Christi GNS through our pastoral care and through the SPHE and RSE programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Corpus Christi GNS participates in Safer Internet Day activities to promote safer more effective use of the internet.

3. Content Filtering

Corpus Christi GNS has chosen to implement level 4 on content filtering on the Schools Broadband Network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal website 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

4. 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 the class teacher in the first incidence and then to the Principal or Deputy Principal
- 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 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.

The Use of file sharing and torrent sites is not allowed. Downloading by pupils of materials or images not relevant to their studies is not allowed.

5. Email and Messaging

- The use of personal email accounts by pupils is not allowed at Corpus Christi GNS.
- Pupils may sometimes use approved class email accounts but only under supervision of their class 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 will not make use of school email accounts or personal emails.
- 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.

6. Social Media (for further information, please refer to the Social Media Policy section of the school website)

Blogging and video streaming services in Corpus Christi GNS:

- Use of instant messaging services and apps including Snapchat, Whats App, G Chat etc. is not allowed by pupils in Corpus Christi GNS.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in Corpus Christi GNS with express permission from teaching staff.

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Corpus Christi GNS.

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 Corpus Christi GNS community
- Discuss personal information about pupils, staff and other members of the Corpus Christi GNS community on social media.
- Use school email addresses for setting up personal social media accounts or to communicate through such media.
- Engage in activities involving social media which might bring Corpus Christi GNS into disrepute.
- Represent your personal views as those of Corpus Christi GNS on any social medium.

7. Personal Devices

- Pupils are not allowed to bring personal internet-enabled devices such as tablets, gaming devices, and digital music players into Corpus Christi GNS.

8. Images and 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.
- Taking photos or videos on school grounds or when participating in school activities are only allowed with expressed permission from staff.
- Written permission from parents/guardians will be obtained before photographs of pupils are published on the school website/
- Sharing explicit images and in particular explicit images of pupils and/or minors is illegal, unacceptable and will have serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.
- If a teacher or other staff members has a suspicion that there may be unsuitable material stored on a phone, it will be confiscated and parents will be informed. If there is a suspicion that material on a phone may provide evidence in relation to a crime, it will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances

9. Cyberbullying (Please refer to the Anti- Bullying & Social Media policy on the school website)

- 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.
- 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.
- 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 Anti-Bullying policy of our school.

10. School Website/ Twitter

- 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.
- 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.
- Written permission is sought from parents for images of their child to appear on Twitter/ School website. Corpus Christi GNS will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website or Twitter.
- Personal student information including home address and contact details will not be published on Corpus Christi GNS web pages.
- Corpus Christi GNS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

General Data Protection Regulation 2018

Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

Education Act 1998

Education Welfare Act 2000

Safety, Health and Welfare at Work Act 2005

11. Implementation and Review

This AUP has been developed by a working group including: Principal, ICT coordinator teachers, parents and representatives of the Board of Management. This policy and its implementation will be reviewed every three years (or more often if necessary) by the following stakeholders - the Board of Management, teaching staff, and parents. The implementation of this Internet Acceptable Use policy will be monitored by all staff members. The school will monitor the impact of the policy using logs of reported incidents along with surveys and/or questionnaires of pupils, parents, and teaching staff.

Ratification

This policy was ratified by the Board of Management on 11th February 2020. It was reviewed on May 11th 2021.

Niamh Greene

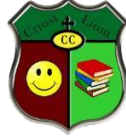
Aidan Savage

Principal

Chairperson of the Board of Management

Corpus Christi GNS

Internet Acceptable Use Policy Permission form



The Internet Acceptable Use Policy has three sections:

- The Internet Acceptable Use Policy
- The Social Media Policy
- The Remote Teaching and Continuity of Learning Plan

Please read the Internet Acceptable Use Policy, the Social Media Policy and Remote Teaching and Continuity of Learning Plan which are on the school website.

Please sign and return this permission form to the Principal.

| | |
|---|--------|
| Name of pupil: | Class: |
| 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. | |
| Signature of pupil: _____ Date: _____ | |
| As the parent or legal guardian of the above student, I have read | |
| <ul style="list-style-type: none"><input type="radio"/> The Acceptable Use Policy<input type="radio"/> The Social Media Policy<input type="radio"/> The Remote Teaching and Continuity of Learning Plan | |
| I grant permission for my daughter 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: _____ | |