St. Joseph's Primary School

Macroom, Co Cork
www. stjosephsprimarymacroom.com

Roll Number10047I

Phone 026 41847

Email stjosephsmacroom@gmail.com

Internet Safety School Policy

Revision No 3
Jan 2017

1.0 Introduction

St. Joseph's Primary School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use. We blog at www.stjosephsprimaryschool.scoilnet.ie/blog/ tweet at @macroomprimary and maintain www.stjosephsprimarymacroom.com as our school website.

This Expected Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

1.2 St. Joseph's ICT Network

The St. Joseph's computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service BrightCloud
- Teachers have full editorial rights over the school website, blog and twitter. Students will not have access to relevant passwords
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the St. Joseph's Primary existing Code of Behaviour. Each class signs an ICT contract as part of the Golden Rules of the School. This is displayed in the Computer Room.
- Misuse of school resources may result in disciplinary action
- After using school laptops, ipads, students must ensure that they are returned to the ipad box.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies
- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual

- The school teachers choose and modify all twitter followers/followers and all are for the intended educational purpose. Retweets are not necessarily the views of St. Joseph's Primary School, but are discussed and distributed for educational and conversational purposes.
- There are no full name references on twitter and a conversational but formal tone is followed
- There is an interaction reply policy for parents and the community on twitter. We will follow parents back, once they have followed the school, but we do not seek them out on the site. We will reply to tweets directed at the school once it is deemed appropriate by teachers to do so. The tone of all interactions is conversational and could be described as 'classroom style' language
- We do not follow or reply to students on twitter, however we may 'star' a comment to reference the

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comment in the future

- The staff and teachers of St. Joseph's commit to not using the online platforms or school accounts for the expression of personal views and we request that thechildren and parents adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account

Students are expected to alert his/her teacher immediately of any concerns for safety or security

1.3 Photographs

St. Joseph's Primary use the blog and website to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to compliment text content on the blog.

We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a note signed at the start of the year.
- Children will not be named in full – first name will suffice. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.
- No child shall be photographed and named under that photograph specifically if they are the only student photographed.
- While photographs of school events are permitted for personal use, the school discourages and are not responsible for the sharing of these photographs on social media.

1.4 St. Joseph's Primary online collaboration through blogging and other platforms

- St. Joseph's Primary recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

- Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school blog.

1.5 St. Joseph's Primary own mobile devices

- St. Joseph's Primary may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

- Students should abide by the same expected use policies, when using school devices off the school network, as on the school network.

- Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school‑‑‑issued mobile devices will be monitored. Malicious damage to any ICT property will be dealt with according to our School Behaviour policy.

1.6 Mobile devices in the possession of St. Joseph's Primary School students

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- Students may not use personally---owned devices in school (e.g. laptops, tablets computers, digital---cameras, and smart---phones) for educational purposes, unless explicitly stated in notes read and signed by parents/guardians and written by their classroom teacher.

- Appropriate online behaviour and adherence to the expected use policy should always be used.

1.7 St. Joseph's Primary School Security

We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. They must twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

1.8 Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.
- Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

1.9 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school blog or Twitter
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online

1.10 Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school
- a parent / guardian if they are at home
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth---dates over the Internet without adult permission
- Students should never agree to meet someone they meet online in real life without parental permission.
- Students' images will not be shared online (on the St. Joseph's Primary website, blog or twitter) without explicit expressed permission from their parents.
- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.

1.11 Cyber---bullying

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Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber---stalking are all examples of cyber---bullying. Such bullying will not be tolerated in St. Joseph's Primary School

We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber---bullying is a crime
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyberbullying

St. Joseph's Primary School is committed to the Child Protection Procedures for Primary and Post---Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

1.12 Violations of this Expected Use Policy

Violations of this policy in St. Joseph's Primary may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school---related activities
- Expulsion

Appendix 1
Examples of Expected Use

I will:

- Use school equipment for school---related activities only
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use
- Encourage positive, constructive discussion if allowed to use blog or represent the school online
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning reasons
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

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Appendix 2
Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber---bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

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St Joseph's Primary School, Macroom, Co Cork
Internet Permission Form 2017-18

School's Strategy:

The school will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet/broadband. These strategies are as follows:-

1. **Acceptable Usage Policy.**
   Implement and update an AUP and make teachers, students and parents aware of this.

2. **Education/Digital Literacy**
   Educate students on how to be safe on the web.

3. **Filtering/Monitoring**
   Install and update a Filtering/Monitoring system.

A combination of all three of the above strategies will be used rather than over reliance on one.

Internet:

1. Internet will be used for Educational purposes only.
2. A teacher will always supervise Internet sessions.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor the pupil's Internet usage.
6. Pupils will receive training in the area of Internet safety.
7. Pupils will be taught to evaluate the content of Internet sites.
8. Teachers will be made aware of Internet safety issues.
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of USBs, mobile phones, external storage devices requires a teacher's permission.
12. 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.

Email:

The following rules will apply when pupils are allowed to use email:

1. Email will be used for educational purposes only.
2. Students will only use approved class email accounts under supervision by or 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 personal details e.g.
   Addresses, telephone numbers or pictures via school email.
6. Pupils will never arrange to meet someone via school email.
7. Sending or receiving email attachments is subject to teacher permission.

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Internet Chat:Social Networking: IM chats

Students are not permitted to use Internet Chat Rooms; Social Networking: IM chats

Discussion forums between schools may be arranged from time to time.

While photographs of school events by parents are permitted for personal use, the school discourages and are not responsible for the sharing of these photographs on social media.

School Website:

Designated teachers will manage the publication 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. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
4. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
5. Teachers will select work to be published and decide on the appropriateness of such.
6. Permission to publish a student's work will be sought from pupils/parents/guardians at the beginning of the school year.
   This permission may be withdrawn at any time.

7. Pupils will continue to own the copyright on any work published.

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

Support Structures:

Internet safety advice is available for parents and pupils at   www.ncte.ie   www.scoilnet.ie
http://www.stjosephsprimarymacroom.com/files/internet_safety.pdf

Pupil Responsibilities:

Pupils are responsible for good behaviour on the Internet.

1. Access is a privilege not a right.
2. Teacher's permission must be sought at all times before printing or downloading any text, images or other data.
3. Personal information i.e. home address or telephone numbers or personal information on other people

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should never be given out.

4. The use of personal USBs or personal Smart phones will require the permission of the teacher.
5. Pupils will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.
6. Using a mobile phone in class, sending text messages, and the unauthorized taking of images, still or moving, is in direct breach of the Acceptable User Policy and the Mobile Phone Policy.
7. If any of these rules are broken, the privilege of use will be withdrawn and sanctions as outlined below will be imposed.

Cyber Bullying

There are many types of cyber-bullying. The more common types are:

1. Text messages – can be threatening or cause discomfort. Also included here is 'Bluejacking' (the sending of anonymous text messages over short distances using Bluetooth wireless technology)

2. Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.

Sanctions:

Misuse of the Internet/broadband may result in disciplinary action including:

Verbal warning

Note to parents

Withdrawal of access privileges – short term/long term.

Cyber Bullying will be dealt with under our Bullying Policy

Any illegal activities will be reported to the appropriate authorities.

_____

Internet Permission Form 2017-18

Please sign and return this permission form to your child's teacher.

Name of Pupil: _____

Class/Year: _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for _____ (name: son/daughter) to access the Internet. I understand that school Internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.
I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

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Signature: 1. _____   2. _____

Parents/Legal Guardians

School Website:

In relation to the school website, I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website. Pupils' names will not be published.

Signature: 1. _____   2. _____

Parents/Legal Guardians

Date: _____