



Scoil Bhréanainn

Portmagee, Co.Kerry
www.scoilbhreanainn.ie

Acceptable Usage Policy

Aim

The aim of this Acceptable Usage Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. It is envisaged that the AUP will be revised regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet in Scoil Bhréanainn, students, parents and staff are expected:

- To always treat others with respect.
- 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.

School's Strategy

Scoil Bhréanainn 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 to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- 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 Bhréanainn. It also applies to members of staff, parents and others who access the internet in Scoil Bhréanainn. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. As per the Bí Cinealta, Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools *“a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the*

students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their BÍ Cinéalta policy.” (BÍ Cinéalta, June 2024)

Scoil Bhréanainn implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in internet safety as part of our implementation of the SPHE and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in internet safety.
- The Parents Association will host Internet Safety Talks for parents.
- Scoil Bhréanainn will participate in Safer Internet Day activities annually to promote safer more effective use of the internet.

The Internet:

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of unpleasant material to help protect other pupils.
- Students will use the Internet for educational purposes only.
- Students will learn not to copy information into assignments without acknowledging the source or author of the original work (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
- Students 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.

Content Filtering

Scoil Bhréanainn 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.

- Students 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.

Online Learning Programmes

Students may be signed up to online learning programmes such as IXL or Khan Academy Kids or other programmes, as approved by the principal, to give access to specific digital learning materials and allow teachers to monitor individual progress. Private details, other than a child’s name, will not be shared unnecessarily with these programmes though some require an age, reading level or class level. It may be necessary to give a parental email address so that consent to use some sites can be given. Teachers in the school may use a range of tools for classroom communication using the internet. Examples may include Padlet, Kahoot, and Class Dojo (parents). Pupils are required to conduct their interactions and messages in the online space in the same way as they would be expected to in class.

Tablets/iPads

Sessions using tablet computers/iPads will always be supervised by a teacher or SNA and used only in educational contexts. The camera and video functions are enabled on all the tablets. This function is used only when expressly sanctioned by a teacher to take photographs and audio clips which are used for schoolwork.

Email

- Pupils will not have access to email facilities at school. All teaching staff will use school assigned emails to communicate with parents/guardians.

School Website (Gallery section will be password protected)

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website.
- The school website will avoid publishing the names of individuals in photographs.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.
- The School uses the Databiz administrative tool which is known as DatabizSolutions.

Personal Devices

Personal devices include (but are not restricted to) mobile phones, iPads, gaming devices, smart watches (including those which record/have access to calling) laptops and tablet devices.

Children are not allowed to have personal devices in school or at any school events which include (but is not restricted to) school tours, Panto trips and extra-curricular activities.

If a student is found in possession of a personal device at school, it will be confiscated and returned to the child that evening. Parent(s)/Guardian(s) will be informed of the device. In the event a child may need their mobile for after school events, their class teacher should be informed by a parent/guardian. The device should be given to the class teacher at the beginning of the day and will be returned at the end of the day.

The school will not accept responsibility for loss, theft or damage to mobile devices.

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 Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Anti-Bullying Guidelines for Primary Schools (2013)

Support Structures

Scoil Bhréanainn, endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying lessons for pupils for all pupils.
- The school will inform parents of information evenings etc. relating to Internet Safety and Cyber Bullying.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet such as the web wise programme

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 behaviour, which may have serious consequences and sanctions for those involved.

Measures are taken by Scoil Bhréanainn to ensure that staff and pupils are aware that bullying is defined as “Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society.” (Cineáltas; Action Plan on Bullying and Bí Cineálta)

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.

However, in the context of this policy, 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. While the students’ use of social media, outside of school, is the responsibility of their parents, Scoil Bhréanainn will support children to resolve issues that impact negatively on them if incidents occur in school, as best we can.

Sanctions

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

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the principal, staff and the Board of Management.

Reviewing and evaluating the policy

The policy will be reviewed and evaluated after 1 year. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Timeframe for Review This policy will be reviewed in February 2027

Responsibility for Review

School principal
Board of Management

Board of Management Ratification

This policy is hereby ratified by the Board of Management of Scoil Bhréanainn.

Signed: Myra Hulme

Date: 24.02.2025

(Chairperson BOM)

Signed: Karen Stenson

Date: 24.02.2025

(Principal/Secretary to the BOM)