



SCOIL MHUIRE

ROBINSTOWN PRIMARY SCHOOL

Baile Róibín, An Uaimh, Co. na Mí • Robinstown, Navan, Co. Meath

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Robinstown National School Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum based internet use. The purpose of the *Internet Acceptable Usage Policy* is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the internet.

Robinstown NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the I-Pads and the internet. These strategies are as follows:

1. Acceptable Usage policy (AUP)
2. Education
3. Filtering/Monitoring
4. GDPR guidelines.

Internet

1. Children using the internet will be working during class time and will be supervised by an adult (usually the class teacher) at all times;
2. If teachers are doing an internet search on an Interactive Whiteboard, they blank the screen;
3. Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
4. Children are not allowed to do their own searches in search engines such as Google. The only place a child is allowed to do an internet search is <http://kids.yahoo.com/>
5. Pupils will be taught to use the internet responsibly in order to reduce the risk to themselves and others;
6. Our Rules for Responsible Internet and I-Pad Use will be posted near computer systems.
7. The Principal will monitor the effectiveness of internet access strategies;
8. The principal will ensure that the policy is implemented effectively;
9. Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed regularly.
10. The school will regularly monitor pupils' Internet usage.
11. Uploading and downloading of non-approved software will not be permitted.
12. Virus protection software will be used and updated on a regular basis.

13. The use of USB keys or CD-ROMs in school requires a teacher's permission.
14. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
15. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
16. Pupils will be taught to evaluate the content of internet sites and if they encounter any material they are uncomfortable with they tell the teacher immediately.
17. 'YouTube' can only be accessed under the supervision and direction of the class teacher.
18. Visitors/Guest speakers will be given access to the school Wi-Fi system with the permission of the principal only.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for Educational purposes only.
2. Parents consent must be given before children set up an email address. To be used for educational purposes.
3. There will be no direct communication of emails between students and their teacher it must be via a parents email address while distance learning is being used.
4. Students will only use approved class email accounts under supervision by or permission from a teacher.
5. Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
6. Pupils will not send text messages to or from school email.
7. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
8. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
9. Students will note that sending and receiving email attachments is subject to permission from their teacher.

Personal Devices

Students are not permitted to use their own technology personal devices (smartphones, tablets, smart watches) in school or anywhere on the school grounds.'

Smart watches and similar devices should not be worn to school. Many smart watches have the same capabilities as mobile phones, such as internet access, messaging, and recording/camera functions.

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera/smart watch, still or moving is in direct breach of the school's acceptable use policy.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Our school website is www.robinstownns.com

Designated teachers will manage the publication of 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. Pupils' full names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Teachers will select work to be published and decide on appropriateness of such.
7. Permission to publish a student's work has been sought from the parents/guardians of current pupils and will be sought for future pupils on the schools pre-enrolment form. This permission can be withdrawn at any time.

Education

Robinstown NS will endeavour to educate children on the safe, responsible use of the internet. 21st century life presents many dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks to become internet wise.

Internet safety and learning to be 'Web Wise' will be taught informally while children are using laptops/IPads and also in isolation as part of SPHE. This will specifically deal with Cyber bullying in the senior classes. Guest speakers will be engaged by the school every two years to speak to the children in 3rd - 6th classes about Cyber bullying.

In cases where the distant learning is instructed by the Department of Education, the staff will endeavour to ensure continuity and progression in learning, to affirm students' work and to ensure that students stay motivated and focused while working at home. This will be achieved through the provision of regular assignments sent by Aladdin, email, text or phone to students that are purposeful, manageable and can be carried out independently. Teachers will provide regular, supportive and customised feedback to students on the work submitted. There will be a whole school approach to engagement

with students to ensure consistency of approach so as not to overburden students or their parents and guardians.'

Filtering

The school will use the internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate; the most effective tool is adult vigilance. At Robinstown NS, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers, laptops or iPads is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built in "safe search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on settings followed by search settings on any Google page.

Sanctions

If a pupil deliberately misuses the iPad, internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action including the withdrawal of access privileges.

Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

This policy was last reviewed and ratified by the Board of Management in 2025, it has now been fully reviewed and updated in line with most recent guidelines.

This policy was adopted by the Board of Management on _____

Signed: _____

Robinstown National School
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Responsible iPad/Laptop and Internet Use Pupil Undertaking

We use the School iPads, laptops and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.

1. I will only use the iPad/Laptop with teacher's permission and under the supervision of an adult.
2. I will only use the iPad/Laptop while seated and will not have food or drinks near the iPad/Laptop.
3. I will not download apps, images, music, podcasts or other material without teacher's permission.
4. I will not alter the settings or screen layout on the iPad.
5. I will not take pictures using the iPad unless my teacher asks me to do so.

6. I will ask permission before entering any website, unless my teacher has already approved that site.
7. I will only do a web search with my teachers permission in <http://kids.yahoo.com/>
8. I will not bring external storage devices such as USB keys into school without permission.
9. E-mail - I will only use email for school projects and with my teacher's permission. I will not use email for personal reasons and if sending an e-mail, I will not give my home address or phone number or arrange to meet anybody. I will ask permission before opening an email or email attachment.
10. I will not use internet chat rooms or any other social media websites or apps.
11. If I see anything I am unhappy with or if I receive a message I don't like, I will tell a teacher immediately.
12. I will not delete my web browser history or change settings to private browsing.
13. I know the school may check my computer files and may monitor the sites I visit at anytime.
14. I will not cause any damage to the iPads/Laptops and accept all sanctions for any deliberate damage I cause.
15. I understand that if I deliberately break these rules, I could be stopped from using the iPads, Laptops and internet and my parents will be informed immediately.

Signed by Pupil(s): _____

Signed by Parent(s): _____

Date: _____

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Internet Parental Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child/children, I have read the Internet Acceptable Usage Policy and grant permission for the above named child/children 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/children 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.

Signed: _____

Date: _____

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork, digital photographs, audio or video clips may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph ☐ **I do not accept the above paragraph**
☐

(Please tick as appropriate)

Signature _____ **Date:** _____

Address: _____ Telephone: _____
