



SCOIL MHUIRE

ROBINSTOWN PRIMARY SCHOOL

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

046 902 9583

office@robinstownns.com

www.robinstownns.com

ROBINSTOWN N.S.

AUP POLICY

An internet Acceptable Use Policy (AUP) is a document that lays down the rights, privileges, responsibilities and sanctions associated with access to and use of, the Internet in your school. It should be agreed upon by staff, parents, pupils and management and be reviewed periodically. The National Centre for Technology in Education (NCTE) encourages every school to adopt a frequently reviewed AUP.

This document contains a sample AUP with parental/student acceptance slip and a sample covering letter to parents/guardians explaining the purpose of your school's AUP.

This document is informed by SAFT at <https://www.saftonline.org> (SAFT – Safety Awareness, Facts & Tools – is an EU funded Internet safety project which the NCTE has been involved with since 2002).

The SAFT consortium comprises seven partners in five European countries which includes Ireland: National Centre for Technology in Education (NCTE).

There are also Internet safety resources available on the NCTE's own website at <https://ncte.org/>



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AUP POLICY

Scoil Mhuire, (Robinstown N.S.)
Robinstown,
Navan,
Co. Meath

The aim of this Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

This version of the AUP was reviewed in 2020 by the staff of Robinstown N.S. and ratified by the B.O.M.

School's Strategy

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

General:

- The internet is provided through National Centre for Technology in Education - <https://ncte.org/>. All child protection precautions and restrictions are implemented through this service.

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted (these will be restricted through the NCTE service).
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks requires the permission of the school and is discouraged – all pupil work will be saved to the school server.
- Pupil's work that is completed at home can be sent to the school office / class teacher from the parents email.
- 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.

The Internet:

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials – these will be restricted through the NCTE service.
- Students will use the internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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.

Tablets and Laptops

- Pupils will have access to a laptop or a tablet as part of the school ICT resources.
- The laptops and tablets will have approved apps, programmes and internet access for the pupils to use in a responsible manner.
- It is at the school and class teachers discretion as to which apps, programmes and internet search engines will be used as part of the schools ICT education programme.
- Search engines for children to use: Swiggle or KidzSearch and the activation of ‘safe search’ options on other search engines such as Google will be used.

Email:

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.

- Students will never arrange a face-to-face meeting with someone they only know through email or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher or parent if sending work in from home.

Internet Discussion/Chat:

- Students will not have access to chat rooms, discussion forums or other electronic communication forums that are not approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised and at the teachers discretion.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.

Social Media

- Pupils will not be permitted to use any social media sites or apps in school or through the school internet service as the age of digital consent in Ireland is 16 years of age.
- Please see link for information on digital consent - <https://www.webwise.ie/news/gdpr-digital-age-consent/>

School Website/ Seesaw

- Photographic images of children will only be published with prior consent of parents/guardians.
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- Names of children will not be published on the school website.
- The publication of student work will be co-ordinated by a teacher.
- **SeeSaw:** The school will use the Seesaw App if the school is closed for a prolonged period during term time. This app will facilitate teachers to send and receive work from pupils. The pupils will send the work via the app to the teacher for correction/feedback. The app will be a means of communication between student (parents) and teachers. Some work may be sent via email if the app does not permit the programme/software the work was completed on.

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:

- **General Data Protection Regulation Act 2018**
- **Child Protection Procedures for Primary Schools 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. Please find below information document which is sent to 5th and 6th class parents in relation to social media.

Sanctions

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

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: _____

Date of next review: September 2021



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Internet Permission Form

Dear Parent/Guardian,

As part of the school's education programme, we offer pupils supervised access to the internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the internet requires responsibility on the part of the user/pupil and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by the **pupil** and a **parent or guardian** and returned to the school.

Although, the school takes active steps to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the internet is used in your home and see if there is any way you could make it safer for your own family. Please see school website for tips on internet safety.

Yours sincerely,

Shane Foley
Principal



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**Please review the attached school internet Acceptable Use Policy.
Sign and return this permission form to the class teacher / office.**

Robinstown N.S.

Name of Pupil: _____

Class: _____

Pupil

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.

Pupil's Signature: _____ **Date** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care 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 pupils access unsuitable websites.

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

(Please tick as appropriate)

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 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: _____



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Primary School Parents' Guide to Online Safety

Dear Parents,

Whether we like it or not, technology and the Internet are firmly fixed in our children's lives. Use of the Internet can be a wonderful thing, opening up new worlds and supporting children's learning and development in many ways, as well as being a fun way to relax and keep in touch with friends. However, we are all aware of the pitfalls and dangers of the online community, and since most of the current generation of parents grew up in the days before smartphones, we can feel a little clueless as to how best to protect our children.

Here are some ideas which will support your primary school child's safety and well-being online.

- Set up parental controls on your home broadband and all Internet-enabled devices your child has access to.
- Password-protect all accounts.
- Choose the sites your child has access to on their account.
- Make sure your child is using child-safe search engines, such as Swiggle or KidzSearch, and activate 'safe search' options on other search engines such as Google and Youtube.
- Switch devices to airplane mode when your child is playing online games. This will prevent them from accidentally making in-app purchases or contacting other players online.
- Pay close attention to the age ratings on games, apps and films to make sure they are suitable for your child. If you would not allow your child to watch a 15 certificate film, you should not let them play a game with the same rating.
- Set your homepage to a child-friendly one.
- Keep all devices your child will use, in a high-traffic communal area in your home, such as the kitchen or living room. Be with your child when they are online and talk about what they are doing.
- Set rules for screen time and stick to them.
- Investigate safe social media sites for kids.
- Sometimes children find themselves bullying or being bullied online (also known as 'cyberbullying'). Talk to your child about being a good friend online, and how our words and actions still hurt even if we can't see a person's reaction to them.
- Talk regularly about the importance of online safety, and about what your child is getting up to online. You'll be grateful you did this, especially as your child gets older. Keeping those lines of communication open is a powerful way of letting your child know that you trust them but expect them to be honest.

Research shows that the age at which children are accessing smart devices and the Internet is getting younger and younger. It's never too soon to start good eSafety habits with your child.

We will be talking and discussing the advantages and the dangers of Social Media in school. Social media can be great to communicate with friends but there are also dangers associated with it. Please find the age limits of popular social media sites below in which your child may be using and interacting on.

Age restrictions for popular social media sites:

The digital age of consent in Ireland is set to be **16** after the government's proposal for 13 was reflected in the Dáil. The government defeat means that social media giants such as Facebook and Snapchat have to take measures to acquire parental consent for users it knows are between 13 and 16 years of age.

- Facebook: 16 years of age / 13 with parental permission
- Snapchat: 16 years of age / 13 with parental permission
- Twitter: 16 years of age / 13 with parental permission
- Instagram: 16 years of age / 13 with parental permission
- Tumblr: 16 years of age / 13 with parental permission
- Whatsapp: 16 years of age / 13 with parental permission
- TikTok: 16 years of age / 13 with parental permission
- Musicaly: 16 years of age / 13 with parental permission
- Youtube: 18 years of age / 13 with parental permission

If you are unsure as to the age restrictions on other social media sites that your child may be using please do investigate.

Please check the settings of any social media that your child may use. The default setting usually leaves the profile open to the public until the settings have been changed to private. This is especially the case when using snapchat.

If you are unsure about any of the social media sites that your child is using please talk to them about them and investigate yourself as to the nature of the sites.

There are a lot of positives to be taken from social media but there are also cons to it.

The ultimate aim is that your child is safe online and that they use social media responsibly.

Robinstown Management and staff.

There are some children in the class who are using social media and messaging apps. Please be aware that some of these apps don't require a sim card in the phone once they have internet connection/data. The language that they should be using and how they should be communicating online is extremely important. Being responsible and mature is important when using the app or online services. Please speak to your child about this.