

# St. Fintan's National School

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Bridgetown

Co Wexford

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## Internet Acceptable Usage Policy January 2023

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.

St Fintan's NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

### These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

### Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

### Internet

1. Internet will be used for educational purposes only. Teachers may also use internet for entertainment e.g. children's films
2. Online sessions on laptops and ipads will always be supervised by a teacher
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. Pupils will be taught to evaluate the content of Internet sites and apps.

6. Teachers will keep up to date with internet safety issues
7. Uploading and downloading of non-approved material is banned
8. Virus protection software will be used and updated on a regular basis
9. The use, external storage devices or CD-ROMS in school requires a teacher's permission
10. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

### **Email**

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

1. Email will be used for educational purposes only
2. Sending or receiving email attachments is subject to teacher permission.
3. Children will use the mayglass.org email addresses only for school purposes

### **Social Media**

Students are not permitted to use social media on school premises.

### **School Website and social Media Sites**

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 the appropriateness of such.

## **Internet Communication Platforms**

Students and parents will be contacted by school administration and individual teachers via communication platforms such as Aladdin and Seesaw and Gsuite (mayglass.org domain)

The school will request the permission of all families before being contacted via these platforms.

Seesaw and Aladdin and other similar platforms are designed to be accessed outside the school where Department of Education firewalls and filtering is not available. It is therefore the responsibility of the parents/guardians to monitor all online activity.

These platforms are designed to provide 2 way communication, It is advisable that any communication from children to the school be monitored by parents.

## **Live Lessons**

**During school closures, teachers may conduct 'live' sessions with pupils.**

**In these situations the following conditions apply:**

- **There must be a parent/responsible adult present with the pupil**
- **Pupils are expected to behave as if they were in school, following our school code of conduct**
- **It is recommended that these sessions are held in a living area in the home.**
- **Children and other household members must dress appropriately**  
**-Nightwear/inappropriate clothing is not to be worn**
- **NO RECORDING OF ANY FORM OF THE SCREEN IS ALLOWED**

## **Devices and phones**

The school strongly discourages pupils from bringing any devices to school.

Where a child brings a device such as a smartphone, tablet, I-Pad or any device with recording ability- image/video/sound (including smart watches) to school they must present the device to the teacher at the start of the day and the device will be returned at 3pm.

Families must understand that if a child brings a device to school they do so at their own risk and the school cannot be held responsible if the device is damaged.

If a child does not hand up a device that is brought to school, the device will be held in the principal's office until it is collected in person by the child's parent.

## **Education**

St Fintan's School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21<sup>st</sup> century life presents 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.

### **Resources that may be used to implement this programme include**

- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- Guest Speakers to school
- Antibullying resources
- Workshops will be given to parents from Internet safety experts e.g ZEEKO

## **Filtering**

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, social media and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

St Fintan's NS School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Scroll Page down for a sample of the following:

- Letter to Parents
- Responsible Internet Use Pupil Undertaking Form
- Internet Permission Form
- School Website Permission Form

## Sample Letter to Parents

*Insert Date*

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

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Principal

**Responsible Internet Use  
Pupil Undertaking**

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- When using the internet I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening a message
- I will not use social media on school premises
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately. If I see anyone else using the Internet in an inappropriate way, I will tell a teacher
- I know that the school may check my computer files and may monitor the sites I visit
- I will ALWAYS hand up my phone to the teacher before classes start in the morning.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

**Signed:**

\_\_\_\_\_ Pupil(s)

**Signed:** \_\_\_\_\_ Parent/Guardian

**Date:** \_\_\_\_\_

**Internet Permission Form**

Name of Pupil(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for \_\_\_\_\_ (name(s): 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(ren) 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.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_



**School Website and Social Media Sites**

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.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_



Ratified By St Fintan's Ns Board of Management:

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Due to be reviewed in May 2019