



Acceptable Use Policy

Address	Presentation Primary School, Slievekeale Road, Waterford.
Telephone	051374995
Email	info@presentationprimarywaterford.ie
Website	http://www.presentationprimarywaterford.ie
School Name	Presentation Primary School
Author	Board of Management

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Presentation Primary School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Presentation Primary School.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. The school also reserves the right to report any illegal activities to the appropriate authorities.

Presentation Primary School implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Presentation Primary School through our dedicated Cyberbullying lessons.
- Teachers will be provided with opportunities for professional development in the area of internet safety.

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' internet usage.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Virus protection software will be used and updated on a regular basis.
- Uploading and downloading of non-approved software will not be permitted.
- Parents are encouraged to speak to their children about e-safety. Useful information for parents on the internet can be found at www.webwise.ie.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

This policy and its implementation will be reviewed annually by the school and BOM. The school will monitor the impact of the policy using logs of reported incidents. The implementation of this Internet Acceptable Use policy will be monitored by the Principal and staff.

Content Filtering

Presentation Primary School 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. **attached*

Pupils 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.

Web Browsing and Downloading

- Pupils will use the Internet for educational purposes under teacher supervision.
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to their class teacher.
- Pupils and staff 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.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading of any materials (pictures, music, games, and any other materials not listed here) is not allowed unless under teacher supervision. Pictures/clip art, may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand.
- Students will be familiar with copyright issues relating to online learning. Pupils will not copy information into projects or other work without acknowledging the source (plagiarism and copyright infringement). These issues will be discussed in class.
- Students will never disclose or publicise personal information either about themselves, any other pupils, or school staff.
- Students should not log into any social media sites or any sites with a social networking function without permission from a teacher and under their direct supervision.

- Presentation Primary School provides pupil access to YouTube as an educational resource to aid research for class projects or where there is an educational value to the video.

Email and Messaging

- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Pupils will not reveal their own or others people's personal details.
- Pupils will never arrange a face to face meeting with someone they only know through emails or the Internet.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Presentation Primary School:

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Presentation Primary School with permission from a member of staff.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Presentation Primary School.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Presentation Primary School on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Presentation Primary School into disrepute.
- Staff and pupils must not represent your personal views as those of Presentation Primary School on any social medium.
- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age (refer to webwise.ie).
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, WhatsApp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.

Personal Devices

- All student personal devices outside of the school's own approved devices that have the capability of taking photographs or recording video or audio, such as iPads, iPods, tablets, MP3 players, smartwatches, DS or PSP consoles, and any other items not listed here but with these capabilities, are forbidden within the school grounds.
- Please note that pupils are only permitted to have a mobile phone in exceptional circumstances, if a parent has made a specific agreement with the principal.

- Any phones which is brought to school must be handed to the class teacher in the morning and collected at the end of the school day.
- Any pupil who retains the phone during school hours is subject to the school's disciplinary procedures.
- Any pupil found to be in possession of any of the items not permitted mentioned above (and any not listed but with the capabilities mentioned above) will have the item confiscated immediately and it can only be returned by having a parent visit the school to request its return.

Note: Neither the class teacher nor the school will be held liable for any personal devices lost, stolen or damaged on school property.

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 of the tablets. This function is used only when expressly sanctioned by a teacher to take photographs and audio clips which are used for school work.

Images and Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Presentation Primary School pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photographs or videos on school grounds or when participating in a school activity, is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained by the school before photographs of pupils are published on the school website.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times. 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 Presentation Primary School to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

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, Presentation Primary School will support parents to resolve issues that impact negatively on students, as best we can. Presentation Primary School will, where known, inform parents of incidents of inappropriate online behaviour that take place out of school, which are impacting on the wellbeing of students.

School Websites

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website www.presentationprimarywaterford.ie
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- Pupils will continue to own the copyright on any work published.
- Photographs/Videos may be taken of pupils participating in school activities, on school trips, in school plays/concerts, during visits from dignitaries, for reward displays in class-rooms, for religious displays (Communion, Confirmation) and/or any school or educational activity not currently listed here.
- Presentation Primary School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission, where permission is given on enrolment.

Distance Learning

In the event that Presentation Primary School is closed for an unexpected length of time or in a public health emergency the school may communicate with pupils and their families via parent/guardian email, Aladdin, See Saw (a digital portfolio tool) or Zoom.

- Staff, families, and pupils are expected to behave in an appropriate, safe, respectful, and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Under no circumstances should pictures or recordings be taken of video calls.
- Respect and trust are sought when images or videos of staff are uploaded for learning purposes. Under no circumstances are such images or videos to be passed on to third parties or modified/distorted in any way.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Pupils and staff will communicate using tools which have been approved by the Board of Management and of which parents have been notified i.e. Aladdin, Seesaw, Zoom and email.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address or Aladdin. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- For security reasons, passwords will be provided to families, where applicable.

- Teachers may draw up a list of etiquette rules for live check-ins /video conferencing to ensure the smooth operation and respectful behaviour during such sessions. Pupils and parents are expected to adhere to these rules.
- Presentation Primary School cannot accept responsibility for the security of online platforms, in the event that they are compromised.
- Teachers may communicate by mobile phone. In such cases, staff members will ensure that their caller ID is private.
- Staff members will communicate with pupils and families during school hours, where possible.
- Staff members will become familiar with apps before using them with pupils.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Parents/guardians should continue to communicate with their child's teacher where technical or learning difficulties are encountered and/or work cannot be completed.

Aladdin Schools

- 'Aladdin' is a management information system used for administration purposes in Presentation Primary School.
- This administration system stores one or two parent email addresses and also phone numbers for each family.
- Parents are required to let the school know if they have changed their email address or phone number(s).
- Aladdin Connect is an additional portal which allows parents secure access to messages from the school and to view their child's report cards. It also facilitates permission slips for various activities during the year. This is done through a secure login for parents by computer, laptop or smart phone. Aladdin data is fully encrypted and is stored and processed in compliance with Irish and European data protection laws.
- All data stored on Aladdin for school purposes is secured with passwords only known to the school's administrator. Teachers have access to data relevant to their class only.

Online Learning Programmes

Students may be signed up to online learning programmes such as IXL, or others 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.

Content Filter Level Four

Category Name	Level 4	Summary Description of Category
Auctions	Allow	Sites that support the offering and purchasing of goods between individuals as their main purpose. Does not include classified advertisements.
Business and Economy	Allow	Business firms, corporate websites, business information, economics, marketing, management, and entrepreneurship.
Computer and Internet Info	Allow	General computer and Internet sites, technical information. SaaS sites and other URLs that deliver internet services.
Computer and Internet Security	Allow	Computer/Internet security, security discussion groups.
Content Delivery Networks	Allow	Delivery of content and data for third parties, including ads, media, files, images, and video.
Educational Institutions	Allow	Pre-school, elementary, secondary, high school, college, university, and vocational school and other educational content and information, including enrolment, tuition, and syllabus.
Entertainment and Arts	Allow	Motion pictures, videos, television, music and programming guides, books, comics, movie theatres, galleries, artists or reviews on entertainment. Performing arts (theatre, vaudeville, opera, symphonies, etc.). Museums, galleries, artist sites (sculpture, photography, etc.).
Fashion and Beauty	Allow	Fashion or glamour magazines, beauty, clothes, cosmetics, style.
Financial Services	Allow	Banking services and other types of financial information, such as loans, accountancy, actuaries, banks, mortgages, and general insurance companies. Does not include sites that offer market information, brokerage or trading services.
Government	Allow	Information on government, government agencies and government services such as taxation, public, and emergency services. Also includes sites that discuss or explain laws of various governmental entities. Includes local, county, state, and national government sites.
Health and Medicine	Allow	General health, fitness, well-being, including traditional and non-traditional methods and topics. Medical information on ailments, various conditions, dentistry, psychiatry, optometry, and other specialties. Hospitals and doctor offices. Medical insurance. Cosmetic surgery.
Home and Garden	Allow	Home issues and products, including maintenance, home safety, decor, cooking, gardening, home electronics, design, etc.
Hunting and Fishing	Allow	Sport hunting, gun clubs, and fishing.
Image and Video Search	Allow	Photo and image searches, online photo albums/digital photo exchange, image hosting.
Individual Stock Advice and Tools	Allow	Promotion and facilitation of securities trading and management of investment assets. Also includes information on financial investment strategies, quotes, and news.
Internet Portals	Allow	Web sites that aggregate a broader set of Internet content and topics, and which typically serve as the starting point for an end user.
Job Search	Allow	Assistance in finding employment, and tools for locating prospective employers, or employers looking for employees.
Kids	Allow	Sites designed specifically for children and teenagers.
Legal	Allow	Legal websites, law firms, discussions and analysis of legal issues.
Local Information	Allow	City guides and tourist information, including restaurants, area/regional information, and local points of interest.
Military	Allow	Information on military branches, armed services, and military history.
Motor Vehicles	Allow	Car reviews, vehicle purchasing or sales tips, parts catalogues. Auto trading, photos, discussion of vehicles including motorcycles, boats, cars, trucks and RVs. Journals and magazines on vehicle modifications.
Music	Allow	Music sales, distribution, streaming, information on musical groups and performances, lyrics, and the music business.
News and Media	Allow	Current events or contemporary issues of the day. Also includes radio stations and magazines, newspapers online, headline news sites, newswire services, personalized news services, and weather sites
Online Greeting cards	Allow	Online Greeting card sites.
Parked Domains	Allow	Parked domains are URLs which host limited content or click-through ads which may generate revenue for the hosting entities but generally do not contain content useful to the end user. Also includes Under Construction, folders, and web server default home pages.
Philosophy and Political Advocacy	Allow	Politics, philosophy, discussions, promotion of a particular viewpoint or stance in order to further a cause.
Private IP Addresses	Allow	These are blocks of IP Addresses that have been set aside for individual companies and other entities. Here are some examples:
Real Estate	Allow	Information on renting, buying, or selling real estate or properties. Tips on buying or selling a home. Real estate agents, rental or relocation services, and property improvement.

Review:

This policy was reviewed and ratified by the Board of Management in June 2023. It will be reviewed in 2025 or sooner if required.

Signed: *Terence White*
Chairperson, BoM

Date: *14-06-2023*