

St Brigid's Convent NS,
St. Brigid's Road,
Killester



Telephone: 018315138
Email: info@stbrigidsdns.ie
Web: www.stbrigidsdns.ie

St Brigid's Convent NS Killester

Internet Acceptable Use Policy

Date of Commencement: 11/16/2022



Content

General Approach	3
Content Filtering	6
Internet Use	7
Email and Messaging	8
Social Media and messaging services for Staff and Students.....	10
Personal Devices	12
Digital Learning Platforms (including video conferencing)	13
Images and Video	14
Inappropriate Activities.....	15
School Websites	16
Cyberbullying.....	17
Permission Form	19

Appendix A: Policy on the use of School Instagram Accounts



General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

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

When using the internet students, 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 other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

The school 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 in order 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 St Brigid's Convent NS Killester .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Brigid's Convent NS Killester .

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

St Brigid's Convent NS Killester will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St Brigid's Convent NS Killester will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St Brigid's Convent NS Killester 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 and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St Brigid's Convent NS Killester participates in Safer Internet Day activities to promote safer more effective use of the internet.



This policy and its implementation will be reviewed annually by the following stakeholders:

Board of Management

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).

The implementation of this Internet Acceptable Use policy will be monitored by the teaching staff, the ICT committee and senior management.



Content Filtering

St Brigid's Convent NS Killester has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 5: This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.



Internet Use

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students 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.

Students will use the Internet for educational purposes only.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Use of file sharing and torrent sites is allowed with staff permission.



Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at St Brigid's Convent NS Killester .

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students 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.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students must only use their school email for school related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

St Brigid's Convent NS,
St. Brigid's Road,
Killester



Telephone: 018315138
Email: info@stbrigidsngns.ie
Web: www.stbrigidsngns.ie

Students should 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 report any such communications to a teacher.



Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in St Brigid's Convent NS Killester:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in St Brigid's Convent NS Killester.
- Use of blogs such as WordPress, Tumblr etc. is allowed in St Brigid's Convent NS Killester.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in St Brigid's Convent NS Killester.



All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the St Brigid's Convent NS Killester community on social media.

Staff and students must not engage in activities involving social media which might bring St Brigid's Convent NS Killester into disrepute.

Staff and Students must not represent your personal views as those of bring St Brigid's Convent NS Killester on any social medium.

Students will be provided with guidance on etiquette regarding social media.

St. Brigid's Convent NS has a separate policy on the use of its Instagram Account. Please see attached Appendix A.



Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in St Brigid's Convent NS Killester:

- Students are not allowed to bring personal internet-enabled devices into St Brigid's Convent NS Killester.
- Students are not allowed to use personal internet-enabled devices during lessons.



Digital Learning Platforms (including video conferencing)

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform, Aladdin.

The use of digital platforms (Aladdin Connect, Google Workspace, SeeSaw, Zoom) should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.



Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.



Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Online gambling
- Child sexual abuse material
- Any other activity considered questionable



School Websites

Students 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.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on St Brigid's Convent NS Killester web pages.

The St Brigid's Convent NS Killester will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.



Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students' home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, St Brigid's Convent NS Killester considers that 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.

When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

St Brigid's Convent NS,
St. Brigid's Road,
Killester



Telephone: 018315138
Email: info@stbrigidsgns.ie
Web: www.stbrigidsgns.ie

Measures are taken by St Brigid's Convent NS Killester to ensure that staff and students 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. This definition includes cyberbullying even when it happens outside the school or at night. In addition the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as “placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.



Permission Form

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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

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.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

St Brigid's Convent NS,
St. Brigid's Road,
Killester



Telephone: 018315138
Email: info@stbrigidsdns.ie
Web: www.stbrigidsdns.ie

Permission will be sought at the beginning of each school year through Aladdin Connect for photos/videos/audios/classwork of students to be used and shared digitally on the website and on social media. In giving consent, parents will automatically agree to adhering to all rules and protocols as stated in this Acceptable Usage Policy.

This policy was ratified by the Board of Management in November 2022 and will be reviewed as necessary or in November 2026.

Signed:

Carmel Reid

Chairperson of the Board of Management

Laura Wickham

Principal



Appendix A: Policy on the Use of the School Instagram Account

Rationale:

Maintaining an online presence is vital for schools, not only in terms of keeping the school community up to date with what's happening in the school, but also in terms of attracting potential enrolment. Having a school website is an essential part of this, but web users must specifically visit the school website regularly to receive the information. St. Brigid's G.N.S recognises that teachers and parents engage with social media. It is through these various social media platforms that people connect and share information. The use of social media applications bring opportunities to understand, engage and communicate with audiences in new ways. By having an Instagram account, the school is feeding school information, news and notices directly into the personal news feeds of parents and the wider school community.

Aims:

The purpose of having a school Instagram account is;

- To continue to advance our school communication system with information (visual images & videos) shared via Instagram, along with the existing methods of text messages, email, Aladdin Connect and the school website.
- To publicise school events, and increase awareness about the school
- To highlight positive school achievements in a forum where they can be shared by the school community.
- To use Instagram as a means of marketing the school to a wider audience.
- To engage the community that St. Brigid's GNS serves and act as a key component of our school's online presence.
- To facilitate communication and networking opportunities between parents, especially new or prospective parents.

Instagram Administrator Responsibilities:

- Staff who would like to share posts, reminders and events on the page can email the administrators with information they would like uploaded to the staff members on the ICT committee.
- The page will be active at all times and monitored at regular times by the Instagram account administrators (ICT committee)



- Only posts from the administrators will be published on the page.
- Ensuring the school has permission to post images, videos, links or other resources
 - When posting information, documents, videos or images to the page administrators will make sure posts are not in breach of copyright laws or permission has been received from the content author to use their materials
 - When people, places or property are identifiable in a video or photo administrators will ensure they have the correct permissions and personal releases to post the content online
- Users will be able to comment on posts made by the page administrators. The posts made by users will be managed using the developed guidelines (see below)
- Deleting content that contravenes these guidelines.

Community responsibilities:

By posting comments on the St. Brigid's GNS Instagram Account users are agreeing to adhere to the following: -

- Protecting your personal privacy and that of others
 - When making a comment do not include any private or personal information about yourself or other people. Private and personal information includes details like your home address, your email account, phone numbers, banking details etc.
- Ensuring you have permission to post images, videos, links or other resources
 - Do not post photos of the pupils or teachers at St. Brigid's GNS.
- Being respectful of other people's experiences, cultures and community opinions
 - Do not abuse, harass or threaten others
 - Do not make defamatory, slanderous or comments of a personal nature about individuals, cultures, places or nations
 - Do not use insulting, provocative or hateful language about individuals, cultures, places or nations
 - Do not use obscene or offensive language
 - Do not make comments that racially or religiously vilifies an individual or nation.
 - Do not make comments which may incite, induce or aid violence, discrimination, harassment, victimisation or hatred towards individuals or nations
 - Do not incite, encourage or make reference to conduct that may constitute a criminal or civil offence.
- Posting information that is relevant to the forum, page or discussion topic
 - Make sure your comments and input is relevant to the post uploaded
 - Represent your own personal views or that of an organisation you're



authorised to represent – do not impersonate or falsely represent any other person.

- Not posting material that is defamatory or in breach of any law.

Terms of Use of St. Brigid's GNS Instagram Account:

- Users must ensure that comments are appropriate before submitting them.
- Inappropriate comments could be anything that is:
 - Inclusive of photos of students or teachers
 - Inclusive of information identifying student or teacher identities and/or contact information
 - Off-topic or spam
 - Soliciting funds, goods or services, or advertising
 - Racially, ethnically or religiously offensive
 - Defamatory
 - Threatening, harassing or abusive
 - Obscene, profane or vulgar
 - Illegal or encouraging of criminal acts
 - Known to be inaccurate or contains false attribution
 - Infringing on copyright, trademark or any other rights of others
 - Impersonating anyone else (actual or fictitious).
- Users should not engage in giving negative feedback on school related matters on Instagram. The school should be contacted directly via phone or email on such matters.
- Users are forbidden from discussing individual staff members in a negative light on school Instagram account.
- Users should not ask to become “friends” with staff as failure to respond may cause offence.
- Users should not tag or post photographs of children on the page.
- Users should not add comments that can identify children.
- Any posts deemed inappropriate will be deleted.

Additional moderation considerations:

- Comments that promote commercial, business or political party interests may be subject to moderation.
- The posting of weblinks, videos or images without a comment or context may be considered as ‘spam’ and will be subject to moderation.

Important Point to Note:

Instagram list a minimum age requirement of 13, and all parents/guardians are reminded that



children under the age of 13 **should not** be on Instagram.

Disclaimers:

- Instagram Accounts for St. Brigid's GNS are maintained and moderated by elected school staff members on the ICT committee.
- A 'like' or reaction by a user of St. Brigid's GNS account does not reflect an endorsement by the school of that Instagram user
- Where links are provided to external websites it is done as a convenience to users and may not be under St. Brigid's GNS control. St. Brigid's GNS does not take responsibility for the content or reliability of external links, or for any loss or inconvenience arising from their use.
- St. Brigid's GNS's social media accounts are open for public comment but do not endorse, and is not accountable for, any views expressed by third parties using social media, external content, links and views are those of the original author.
- Please be aware that all websites and social media sites are public spaces on the internet. Most interactions are publicly viewable, can be traced back to their origin and are searchable over time.
- When parents/guardians/staff or stakeholders use Instagram they are using an external site. Instagram have their own guidelines and legal policies and all users are bound by their terms and conditions of use. St. Brigid's GNS encourages everyone to read the information posted on the sites before participating in Instagram.

Permission will be sought at the beginning of each school year through Aladdin Connect for photos/videos/audios/classwork of students to be used and shared digitally on our Instagram account. In giving consent, parents will automatically agree to adhering to all rules and protocols as stated in this Instagram Policy.

Ratification:

Signed on behalf of the Board of Management:

Carmel Reid

Chairperson of the Board of Management

Laura Wickham

Principal