



Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223 ✉ ourladyofmercyoffice@gmail.com 🌐 <http://www.ourladyofmercy.ie>

INTERNET SAFETY: **ACCEPTABLE USE POLICY**

Aim of the AUP

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 Therefore, if the school AUP is not adhered to access to this valuable resource will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, and representatives of the Board of Management. It is envisaged that school and parent representatives will revise the AUP regularly. Before you sign the form, the policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Our Lady of Mercy Convent School. It also applies to members of staff, volunteers, parents, guardians and others who access the internet in Our Lady of Mercy Convent School.

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

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

School Strategies

The 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

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline-See Code of Behaviour Policy
- Access to internet will always be supervised by a teacher.



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- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal external and or portable memory ***devices** in school requires a teacher's permission.
- Pupils will observe good "netiquette" (see below)

Education

- Students and teachers will be provided with training in the area of Internet safety.
- Students will be educated on the benefits and risks associated with using the internet.
- The children of Our Lady of Mercy Convent School will be made aware of the importance of keeping their personal information private
- The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.
- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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 visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be taught appropriate use of the internet, using the www.webwise.ie and other teaching materials available to staff.

Email

- Chrome book use of email addresses is purely to access the Google Classroom and each child's own individual address cannot be used for emailing to or from this address.
- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.



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- Students should always use the internet, network resources and online sites in a respectful and courteous manner.
- Students should be polite, use correct language and not harass others or provoke fights online.
- Students should also recognise that among the valuable content online, there is unverified, incorrect or inappropriate content.
- Students should use trusted sources when conducting research via the internet.
- Students should not post anything online that they wouldn't want their parents, teachers or future colleges or employers to see. Once something is online, it is out there- and can sometimes be shared and spread in ways you never intended.

School Website

- Our school website (other than the homepage) is password protected. It is school policy that this password must be kept secure and not shared with others.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- No audio or video clips of individual pupils will be published on the homepage of the school website. Audio and video clips are located on the gallery page which is also password protected. Photographs will focus on group activities and children's work.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

Distance Learning

Should circumstances make it necessary to use Distance Learning, please note the following:

Google Classroom is the tool that we will use to remotely communicate with all our pupils from junior infants to 6th class. It is part of the G Suite range of tools and is a free web service, developed by **Google** for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The main purpose of Google Classroom is to streamline the process of sharing files between teachers and students and to facilitate communication between teachers and students. Google Classroom simplifies the distribution and collection process of student work. The teacher can compile a collection of documents, videos and resource links into an assignment. The students can view the document, edit the document, or receive a copy of the document. Google Classroom restricts participation in the environment to staff and students on the domain. Our students and teachers are given a



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Google account login that is specific to the school's domain. This may look something like adaly.student@ourladyofmercy.ie. Students and teachers need to be logged into and utilise their school account to participate in the Classroom environment. Parental consent for our Google Classroom is given on the general consent form parent's sign when their child is enrolled in the school. All children in the school are registered for Google classroom.

Mobile phones and personal devices

See separate Mobile Phone Policy

Legislation

- The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Data Protection Act 2018 (see school GDPR policy)

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely.

We also provide workshops on internet safety for pupils in 4th, 5th and 6th classes, and their parents. We use the services of the National Centre for Technology in Education (NCTE), www.webwise.ie and [cybersafe Ireland.ie](http://cybersafeireland.ie).

Sanctions

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

Aladdin Consent (To be sent on Aladdin Schools App)

I give consent for my child to access the internet through safe, school purchased devices in Our Lady of Mercy Convent School, for educational purposes, under the supervision of staff members. I have read the school's Acceptable User Policy on the website.

Review

This policy was developed in 2019 and will be updated regularly as developments in technology continue to impact on education in particular. Review of this policy will involve input from teachers, parents, pupils and Board of Management.



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*For the purpose of this policy, the word device shall be taken to mean any personal electronic item, such as (but not restricted to) an Apple iPad, iPhone, iPod, iWatches, Android device or tablet, laptops, netbooks, cameras, mobile phones, iPods, eReaders, gaming devices such as Nintendo DS, PS, floppy disks, memory sticks, memory cards, CD-ROMs, DVD discs and any other digital media devices capable of transmitting data via wireless media transfer such as the Air Drop function found on Apple devices etc...

Implementation

Ratified by Board of Management and communicated to the school community.

Signed: Mairead M. Hugh 26/09/23

(Chairperson, Board of Management)

Dated: John O'Boyle 21/9/23

Proposed date of review: May/June 2025