



Harold Boys' National School

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Principal: *Pauline Lennon*

Internet/Smart Devices Acceptable Use and Safety Policy

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 Therefore, if the school IAU&SP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the IAU&SP – will be imposed.

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

This version of the IAU&SP was reviewed in 2025 by Jennifer O'Carroll (ICT co-ordinator and Deputy Principal).

School's Strategy

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:

General

- Internet sessions in school will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material when the child is using the internet in school.
- The school will regularly monitor pupils' Internet usage, when not distance learning.
- Students and teachers will be provided with training in the area of Internet safety.
- Talks for parents on Internet Safety may be held in the school.
- Internet Safety is covered in the curriculum under SPHE. The school uses the Webwise programme and has regular visits from our Community Guard to give talks on 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 USB memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 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.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- 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 or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat:

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been 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 when in school.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's 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 the class teachers.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

DPSM Section on the school Website

- As part of our annual application to the Discover Primary Science and Maths award, we have a STEM section on our school website www.haroldboysdalkey.ie
- This STEM section has drop down pages for each class, where the class teacher will upload Science experiments, Maths activities and any Science talks etc completed during the year.
- Pupils from Sixth class will also be involved in collating this material for the STEM section of the school website.
- J. O'Carroll will supervise this STEM section on the school website.

Online Learning Policy

- Pupils, on occasion, will engage in online learning with their teacher and /or SEN teacher through Zoom video conferencing calls and through online platforms.
- Teachers will upload assignments and allocate homework in addition to websites and links to online videos etc through these programmes. The children will then complete these tasks and upload their work to their class teacher directly.
- These online platforms will be Seesaw for second and third classes and Google Classroom for fourth, fifth and sixth classes. The children will be given training on how to access these platforms either remotely, or during in school computer classes.
- Every child will be given their own username and password which they do not share and are private to them.
- The class teacher, computer teacher and SEN teachers will have access to these online platforms and will monitor them regularly.
- All pupils should follow our Code of Behaviour and observe online etiquette at all times when online.
- Online Zoom video conferencing calls will be used for online learning when necessary, appropriate security measures will be used by staff at all times. This could take the form of live video calls or recorded demonstrations.
- A parent or guardian should be present for a one to one Zoom online class.
- The invitation to attend these Zoom online classes will be posted on the class platform, Seesaw or Google Classroom. The children can then access the class directly. There is no need for them to have an individual Zoom account.
- Children should find a suitable, quiet place for these calls, they should have their device charged and engage in a respectful and responsible way, following our Code of Behaviour at all times. There must be no photography of teachers or other pupils when online.
- Each child should have an appropriate background and should use their own name, not a nickname when attending Zoom online classes.
- All assignments and homework set online must be completed by the designated time and date.

Personal and Smart Devices (Including mobile phones, smart watches and other devices with recording capabilities)

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's Internet Acceptable Use and Safety Policy.

Where a pupil brings a mobile phone, smartwatch or other digital device to school, it must be kept in the schoolbag, switched off during the school day and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities). The only exception to this is in an emergency or with the approval of a teacher.

Pupils involved in after-school activities, including sport, music, drama, chess may not turn on any personal digital devices until they have left the school premises or venue where activity takes place.

Pupils who ignore this policy and use such a device on school premises without permission will be required to hand it over to a member of staff and parents will be asked by the class teacher to collect it from the Principal's room.

If a teacher has any suspicion that a mobile phone or other recording device has unsuitable material on it, pupils will be required to hand it over to a teacher and parents will be asked to collect it from school. Where there is a suspicion that the material on the device may provide evidence relating to a criminal offence the device will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances.

The school will incorporate this policy in the school's discipline policy and will treat breaches as they treat any other breach of school discipline.

The school accepts no responsibility for replacing lost, stolen or damaged devices.

Devices which are found in the school and whose owner cannot be located should be handed to a member of staff.

Pupils using mobile phones or other devices to bully other pupils or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action is sanctioned by the School in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.

Please note that the school cannot accept responsibility for online communications which take place out of school hours or off school grounds.

Legislation

Information regarding the following legislation will be provided by the school on request:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

Broadband is filtered at source by HAE.net. Every effort will be made by the school to ensure that the children are working in a safe environment.

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.

Ratification

This policy was ratified by the Board of Management 25th June 2020

Reviewed: 25th February 2025

Signed:

Damian Mc Keown (Chairperson, Board of Management)

Pauline Lennon (Principal)

Staff policy Staff use of mobile phones during their working day should be: outside of their contracted hours discreet and appropriate eg: not in the presence of pupils