



Riverview Educate Together National School

Acceptable Internet Use and ICT Policy

This policy was reviewed and ratified by:

Riverview Educate Together Board of Management February 2019

Reviewed, April 2023

Reviewed, February 2025

Signed: _____

Date: _____

Joan Ward: Chairperson Board of Management

Signed: _____

Date: _____

Margaret Burke: Principal

INTRODUCTION

At Riverview Educate Together N.S. we believe that Internet use is a necessary tool for education. Internet will be used as a teaching resource to promote pupil achievement and motivation to learn. 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 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Staff/People employed by the school, student teachers, volunteers etc. who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

SCHOOL'S STRATEGY

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:

1. General

- Internet sessions 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. The school will use PDST filtering level 2 which is used for the majority of schools in the country.
- The school will regularly monitor pupils' Internet usage.
- Teachers will be made aware of internet safety issues.
- Pupils 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.
- Children will not bring any computer games, USB keys, etc. from home, unless with express permission from a teacher.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- 'YouTube' (and similar sites) will be accessed only under the supervision and guidance of the teacher.

2. Web Browsing

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the Internet for educational purposes and/or as deemed appropriate by the teacher-e.g. as a reward or for golden time etc.
- Teachers and pupils will be familiar with copyright issues relating to online learning. Teachers will ensure that websites are age appropriate.
- Pupils will never disclose or publicise personal information.

- All Internet users in Riverview Educate Together School should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
- Pupils and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material. Any accidental visits to such sites must be reported to the teacher.

3. Email

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures via email.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

4. Internet Chat

- Pupils will not have access to chat rooms, discussion forums or other electronic communication forums, except to facilitate distance learning.

5. School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages.
- Photographs, audio and video clips of children may be used on the website. These will be published with permission using the school's standard permission form which is signed on accepting a place in the school. These will focus on group activities and the use of individual photographs will be avoided. Video clips may be password protected.
- Personal pupil information including names, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

6. Personal Devices

- Pupils are not allowed to bring personal devices into the school. This includes phones, tablets, smart watches and any other device that can be connected to the internet or used to make recordings, send messages or make calls. It is a direct breach of the school's Acceptable Use Policy if a student is found to have their own phone or tablet or other device on school property. Any such devices will be retained in the office until a parent/guardian can come to pick it up.
- In exceptional circumstances, children may be permitted to have a phone or other device stored, switched off in the school office for the duration of the school day. A request for this exceptional accommodation must be made in writing to the school principal. The school accepts no responsibility for loss of or damage to such devices.

7. Riverview's Social Media

Riverview Educate Together Facebook & Twitter pages - The purpose having of school Facebook & Twitter pages is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience to positively advertisement of school inform prospective parents about enrolment dates.
- Communication with wider audience regarding aspects of school life at Riverview, e.g. photos of pupil's projects, notice boards, etc.

The Riverview Educate Together Facebook and Twitter pages are managed by admin persons within the school. Any posts to either platform must be sent through the admin person to post.

Rules around the use of Riverview's Facebook and Twitter pages are as follows:

- No products or services can be advertised
- There should be no posts which could be deemed offensive or inappropriate. Any harmful comments will be removed immediately.
- Photographs of children should not tagged or posted on the page without permission
- No comments should be added that could potentially identify children

General Facebook use - Users should not ask to become "friends" with staff as failure to respond may cause offence

The sanction for breaking these rules is automatic removal from our Facebook / Twitter page.

Whatsapp Groups and other Messaging groups - Messaging groups are not the responsibility of Riverview ETNS. They are developed and managed independently of the school. However, it is expected that they are used in a respectful manner. These groups are not monitored by the school.

Facebook groups should not use the school name or logo.

The school does not consent to the sharing of photographs or videos that could identify individuals on any social medial, including Whatsapp. Explicit written permission from parents/guardians is required in order to share photographs/videos on these platforms.

8. Legislation, Support Structures & Sanctions

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 (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998

- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. The following is a selection of websites offering support and advice in the area of Internet Safety:

- NCTE – <http://www.ncte.ie/InternetSafety/>
- Webwise – <http://www.webwise.ie>
- Make IT Secure – <http://makeitsecure.ie>
- Safe Internet – <http://www.saferinternet.org>

If any member of the school community deliberately misuses the Internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff. In extreme cases of Internet misuse, suspension or expulsion may occur. The school also reserves the right to report any illegal activities to the appropriate Authorities.