



## **Corpus Christi Primary School Internet Acceptable Use Policy**

### **Introduction**

Corpus Christi Primary School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. The Internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can help develop children's independent research skills and promote life long learning. To that end we provide access to ICT for student use. Some material available on the Internet is unsuitable for children and there is also a code of behaviour to be followed when using the Internet and Social Media. This policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

### **Corpus Christi ICT Network**

The Corpus Christi Computer and IT network is intended for educational purposes only. Corpus Christi Primary School may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video conferencing, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and so forth, as education supports and tools.

- Staff have full editorial rights over the school website and Facebook account. Students do not have access to relevant passwords.
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education.
- Every reasonable effort is made to ensure the students' safety and security on line.
- Internet media is used to celebrate the success stories and achievements of our students. Parental consent is received and children are not named.
- All activity over the network may be monitored and retained.

**Pupils' use of the Internet:** Corpus Christi computer network is intended for educational purposes. Internet access in the school includes a filtering service. However no filtering service is fool proof therefore pupils will be closely monitored during Internet use. Staff will ensure that pupils know and understand the following:

- Students are expected to follow the rules and guidelines for good behaviour as outlined in the school code of discipline for all school related activities, both online and offline.
- Students should always use the Internet, network resources and on line sites in a courteous and respectful manner. Students are not permitted
  - to retrieve, send, copy or display offensive messages or images
  - to use the Internet for any illegal activity
  - to use obscene or offensive language when using IT resources
  - to violate copyright laws
  - to use another user's password
  - to trespass another user's folders, work or files
  - to cause any form of vandalism to the IT equipment including up loading or creation of viruses
  - to engage in cyber bullying as defined by the anti bullying policy.
- Access to Internet may be withdrawn form pupils who fail to maintain acceptable standards of use.
- Misuse of IT resources may result in disciplinary action.
- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done via the filtering service provided by the PDST.
- Content online can be useful and valuable but content can also be unverified, incorrect and inappropriate.
- If a site does not look 'right' inform the teacher of any concerns immediately.
- If a student sees a message, comment, image or anything else that is not 'right' and causes concern he/she must bring it to the immediate attention of a teacher, parent/guardian or trusted adult.
- Students should not share personal information about themselves or others, including phone numbers, addresses, PPS numbers, birth-dates, and images without parents/guardians permission.
- Students should not post anything on line that they wouldn't want parents or teachers to see, or might jeopardise their reputation in the future.
- Students use email for educational purposes only and emails will be checked before being sent. Pupils are not allowed send personal emails from the school system without permission. Incoming email is regarded as public and may be examined by a staff member.
- The use of chat rooms and other social communication platforms is not allowed.

**Staff use of Internet:**

- Staff are encouraged to use various resources in their teaching and learning activities, to conduct research and for contact with others.

- Teachers will select and check sites which support pupils' learning.
- Pupils may be given details of suitable sites to extend their learning at home where appropriate.
- Internet access by children is supervised at all times.
- Teachers ensure that pupil's understand appropriate use of the Internet and are aware of the guidelines and rules.
- The staff of Corpus Christi will support students, teachers and parents in dealing with cyber bullying. The staff of Corpus Christi School is committed to Child Protection Procedures and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs,
- The privacy of children is paramount. No pictures of students should be uploaded to personal media accounts
- Teachers are reminded to delete photos of children from their phones.
- Staff are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the web. If a site is blocked and a teacher believes it shouldn't be, the teacher can ask the Principal to submit the site for review. This is done via the filtering service provided by the PDST.
- Each member of staff has access to an email address as part of his/her work, protected by the use of a confidential password which should be kept secure. The use of this email for personal use is acceptable outside of teaching hours.
- In order to protect teacher's privacy, teachers are recommended not to link with parents on social media sites.
- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. Using the Internet for any illegal activity is not permitted.
- All Internet use must be appropriate to a primary school context.
- It will not be usual practice to read staff emails but the management reserves the right to do so in the case of suspected breach of these policy guidelines.
- A serious breach of these policy guidelines may be treated as a disciplinary manner.