**Burgess National School**

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**Burgess National School Mission Statement**

***At Burgess National School, we work at creating a Christian atmosphere that promotes the dignity and individuality of every pupil, enabling him/her to reach his/her full potential in a happy learning environment.***

**Internet Acceptable Use Policy**

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1.General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

* To always treat others with respect.
* 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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Burgess National School.

* It also applies to members of staff, volunteers, parents, guardians, and others who access the internet in Burgess National School.

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.

Burgess National School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Burgess National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Burgess National School implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education around internet safety as part of our implementation of the SPHE curriculum.
* Teachers will be provided with continuing professional development opportunities around internet safety.
* Burgess National School 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.
* Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place, Principal, Emma Long should be informed.

The implementation of this Internet Acceptable Use Policy will be monitored by Emma Long and Majella McLoughlin

**2.Content Filtering**

Burgess National School has chosen to implement the following level on content filtering on the Schools Broadband Network:

* Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

**3.Web Browsing and Downloading**

In Burgess National School:

* Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
* Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
* Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to the Principal, Emma Long.
* Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
* Pupils 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.
* Pupils will use the school’s internet connection only for educational and career development activities.
* Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
* Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Use of file sharing and torrent sites is not allowed.
* Downloading by pupils of materials or images not relevant to their studies is not allowed.

**4.Email and Messaging**

* The use of personal email accounts is only allowed at Burgess National School with expressed permission from members of the teaching staff.
* Pupils should not under any circumstances share their email account login details with other pupils.
* Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Pupils 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.
* Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

**5.Social-Media**

The following statements apply to the use of messaging, blogging and video streaming services in Burgess National School:

* Use of instant messaging services and apps including Snapchat, What’s Apps, G Chat, TikTok etc. is not allowed in Burgess National School.
* Use of blogs such as Word Press, Tumblr etc. is allowed in Burgess National School with express permission from teaching staff.
* Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Burgess National School.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Burgess National School community.

Staff and pupils must not discuss personal information about pupils, staff, and other members of the Burgess National School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Burgess National School into disrepute.

Staff and pupils must not represent your personal views as those of bring Burgess National School on any social medium.

**6. Personal Devices**

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Burgess National School:

* Pupils are only allowed to bring personal internet-enabled devices into Burgess National School with expressed permission from staff.
* Pupils are not allowed to use personal internet-enabled devices during social time.

**7. Images & Video**

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

At Burgess National School pupils must not take, use, share, publish or distribute images of others without their permission.

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

Pupils 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.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Sharing explicit images of other pupils automatically incurs suspension as a sanction.

**8. Cyberbullying**

When using the internet pupils, parents and staff are expected to always treat others with respect.

Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils 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 cyber-bullying even when it happens outside the school or at night and one incident of this is classed as cyber-bullying.

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

**9. School Websites**

Pupils will be given the opportunity to publish projects, artwork, or schoolwork on the internet 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, privacy, or reputation of students or staff.

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 Burgess National School web pages.

Burgess National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.