

Horseleap N.S. Internet Acceptable Usage Policy

This policy was devised by the teachers of Horseleap N.S. in Spring 2021 and applies to all of the school's 'devices' which means all computers, tablets, laptops and other IT resources that connect to the school's network.

The aim of this Acceptable Use Policy (AUP) is to ensure that students benefit from learning opportunities offered by internet access in a safe and positive manner. This policy also aims to establish minimum standards for, and inform the students and parents / guardian of the school's administration of and monitoring of, the school's devices, equipment and networks.

Horseleap N.S. employs a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall is used on school devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students will be provided by training by teachers in the area of research techniques specific to the internet.
- Online safety training is provided to teachers and is taught to all students.
- Uploading and downloading of non-approved software on school devices is not permitted.
- Virus protection software is used on school devices and updated regularly.
- Teachers always supervise internet sessions conducted on school devices.
- Websites are previewed by a teacher before being integrated into lessons conducted on school devices.
- The school's search engine has a 'safe search' feature. This 'safe search' feature is enabled on all search engines on school devices.
- The Anti-Bullying Policy should be read in conjunction with this Policy. Parents / guardians should be aware that placing a once-off offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Use of the Internet

- Students will be taught specific lessons on online safety by teachers.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download or otherwise transmit material that is copyrighted on school devices.
- Students will not disclose or publicise personal or confidential information to others online.
- Students will not examine, change or use another person's files, username or passwords.

- Students will be aware that any usage, including distributing or receiving any information school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- Students will not knowingly attempt to visit internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to the teacher.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Distance Learning

- The Seesaw platform is used by our school to assist with remote teaching.
- The school has signed up to the terms of service of Seesaw and enabled the most up to date security and privacy features provided.
- Parents must sign a permission slip at the beginning of each school year to enable their child to access the Seesaw platform. This permission slip is sent home by the principal in early September. Once it is returned to school, the pupil receives their code to log in to Seesaw at home. The teacher previews all the pupils work and must approve it for it to be added to the pupil's online portfolio.

School Website

- The school's website address is www.horseleap.com
- Students are given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per consent form. Teachers will coordinate publication of this material.
- Students will continue to own the copyright on any work published.
- Personal information relating to the student including their name, address and contact details will not be published on school's website.
- Digital photographs and audio or video clips of individual students will not be published on school website without prior parental / guardian permission. Instead photographs etc. will focus on group activities, where children will not be named.
- Parents / guardians are requested not to copy or post photographs from the school website to any social media or other website or publish in any other way.
- The Principal reviews content on the school's website regularly.
- If any parent / guardian has any concern about the appropriateness of the content of the website, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This policy should be read in conjunction with our Data Protection Policy.

Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server / school website and immediately deleted from sources.

Support structures and Education

- The school will inform students and parents / guardian of key support structures and organisations that deal with illegal material or harmful use of the internet.
- The school will run programmes on acceptable internet usage for students on an annual basis. This will cover several topics including cyber-bullying.
- Staff are encouraged to take part in CPD in relation to internet safety and cyber bullying.

Use of Information Communication Technology (ICT) Resources

- Our school's information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, phone) are school property and are provided solely for school related activities.
- Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate websites or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/student use of the school's ICT resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law, including, where applicable, the EU's General Data Protection Regulation (GDPR).

Sanctions

Misuse of the internet or any activity which is in contravention of this policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and where appropriate, suspension or expulsion in line with Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the internet will be withdraw from students who fail to maintain acceptable standards of use.