|  |  |
| --- | --- |
| https://www.aladdin.ie/file/custom_logo?39870769 | **Presentation Primary School**  **Sexton Street, Limerick, V94 PO28**  **Tel:** 061-412494  **E-mail:** [info@preslimerick.ie](mailto:info@preslimerick.ie)  **Website**: www.preslimerick.ie |
|  |  |

**Internet and Online Acceptable Usage Policy**

1. **INTRODUCTION**

Presentation Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

* Acceptable Usage Policy (AUP)
* Education
* Filtering/Monitoring

1. **SANCTIONS**

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

1. **INTERNET**

* Internet will be used for educational purposes only
* Internet sessions will always be supervised by a teacher
* Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
* Filtering software will be used to minimise the risk of exposure to inappropriate material
* The school will regularly monitor pupils’ internet usage
* Pupils will receive training in the area of internet safety
* Pupils will be taught to evaluate the content of internet sites
* Teachers will be made aware of internet safety issues
* Uploading and downloading of non-approved material is prohibited
* Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute or that may cause harm to another person
* Pupils are not permitted to access the internet on personal devices. Any phone or hand-held device that could potentially access the internet should be handed to the class teacher who will store it in a safe place during school hours
* ‘YouTube’ (and similar sites) can be accessed only under the supervision and direction of the teacher and if the teacher has logged in to youtube through the school gmail password.

1. **ONLINE COMMUNICATION TOOLS**

* Pupils will only use Email or Online Communication Tools with the permission of and under the supervision of a teacher.
* Such forms of communication will be used for educational purposes only
* 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 e.g. addresses, telephone numbers, or pictures via online communication tools
* Pupils will never arrange to meet someone online
* Sending or receiving attachments is subject to teacher permission.

1. **SCHOOL WEBSITE**

* Designated teachers will manage the publication of material on the school website.
* Personal pupil information, home addresses and contact details will not be published on the school website
* Class lists will not be published
* Pupils’ full names will not be published beside their photograph
* Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
* Pupils will be given an opportunity to publish projects, artwork or school work on the school website
* Teachers will select work to be published and decide on the appropriateness of such
* Permission to publish a student’s work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
* Pupils will continue to own the copyright on any work published.
* Permission to publish a photographs or video clips of a pupil will be sought from pupils/ parents/ guardians upon enrolment and this permission may be withdrawn at any time.

Our school website, [www.preslimerick.ie](http://www.preslimerick.ie) is the tool that we will use to communicate remotely with our pupils during school closure. This is done in two ways. One, by sharing what’s being learned in the classroom back home through portfolios, photos, videos, and messages. And, two, by helping students build social and emotional skills through in-classroom feedback and engaging activities. These relationships require trust, which is why it is vitally important that our school website is a safe and private environment for teachers, parents, and students. Only the student themselves, their families, and their connected teachers or school leaders can see a student’s portfolio. Our school website is compliant with GDPR.

1. **EDUCATION**

Presentation Primary School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including cyber-bullying, violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks and to become wise users of online facilities.

Resources that may be used to implement this programme include:

* PDST, Technology in Education Internet Safety Video Clips (accessible online at: <http://www.ncte.ie/GoodPractice/Videos/InternetSafety/#22751>)
* [www.webwise.ie](http://www.webwise.ie)
* Office for Internet Safety Information for Children (accessible online at: <http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-guidechildren-en>)

1. **FILTERING**

Presentation Primary School recommends the use of Google Chrome as a web-browser as it has a built-in filtering mechanism. All staff have Gmail usernames, logins and email addresses and should be logged in to Google Chrome when browsing the internet with children. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

1. **FIREWALLS**

Presentation Primary School has installed firewall software on the school server.

1. **REVIEW**

This policy and its implementation will be reviewed by the Board of Management once in every school year. A record of the review and its outcome will be made available, if requested, to the patron and the Department. This policy was ratified on 1st October 2020.

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fr. Noel Kirwan (Chairperson Board of Management, Presentation Primary School)**

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Marie Meskell (Acting Principal, Presentation Primary School)**