

Coláiste de hÍde



Meas - Bród - Comhar

Bóthar Chaisleán Thigh Motháin, Tamhlacht, Baile Átha Cliath 24.

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Cur Chuige Ginearálta:

Is é aidhm an Pholasaí Úsáide Inghlactha (PUI) ná chun cinntiú go bhfaigheadh daltaí leas as deiseanna oideachasúla tríd na hacmhainní scoile ar fáil dóibh i mbealach éifeachtach agus sábhailte.

Is acmhainn scoile agus príbhleíd iad úsáid agus rochtain idirlíne. Muna gcloítear leis an bpolasaí seo, d'fhéadfadh an príbhleíd a bheith bainte agus smachtbhannaí cuí curtha i bhfeidhm. Ní mór do gach sárú a bheith lógáilte ar Vsware.

Nuair a bheidh daltaí, tuistí agus an fhoireann ag baint úsáide as an idirlíon. Ní mór do na hionchais thíos a bheith san áireamh:

- Meas a léiriú ar gach duine i gcónaí.
- Gan aon ghníomh a dhéanamh a dtairrinhgeodh droch-cháil ar an scoil.
- Tuicint go mbeadh ceart chun príobháideachta ag gach duine eile den bhaill foirne.
- Meas a léiriú ar chóipcheart agus cruthaitheoirí aitheanta nuair a bheidh sibh i mbun achmainní agus ábhar idirlíne.

Tá an Polasaí Úsáide Inghlactha i bhfeidhm do dhaltaí a úsáideann an t-idirlíon agus dóibh siúd a bhíonn rochtan ar an idirlíon acu i gColáiste de híde.

- Bíonn baill foirne, deontóirí, tuistí, curamóirí agus aon duine eile a bhaineann úsáide as an idirlíon i gCDH.
- Ba cheart go mbeadh logáil ar gach eachtra de mhí-úsáid teicneolaíochta ar Vsware (cosantóir iompar)
- D'fhéadfadh smachtbhanna a bheith i gceist d'aon duine a bhaineann míúsáide as an idirlíon, foláireamh scríofa, cosc ar phríbhleíd, fanacht siar agus i gcásanna faoi leith, fionraí nó díbirt. Tá cead ag an scoil aon ghníomh mídhleathach a thuairisciú chuig na húdaráis chuí.
- Is féidir leis an scoil deileáil le heachtraí a tharlaíonn lasmuigh den scoil dá gcuirfidís isteach ar fholláine na foirne nó fholláine na ndaltaí faoin bpolasaí seo agus an polasaí frith-bhulaíochta.
- Sna cásanna thuasluaite, cuirfidh bainistíocht scoile na tuistí ar an eolas d'aon eachtra nó iompar mí-oiriúnach ar líne a tharla lasmuigh den scoil agus na smachtbhannaí cuí a chur i bhfeidhm.

Cuireann CDH na straitéisí thíos i bhfeidhm maidir le cur chun cinn ar shábháilteacht ar líne:

- Cuirfear Cláir oideachasúla ar fáil san ábhar sábháilteacht ar líne mar chuid den churaclam OSSP agus OSPS.
- Cuirfear deiseanna comhairle agus tacaíochta ar fáil do dhaltaí trí aoieanna speisialta, an Córas Cairdis agus Seachtain Chúram Saoil.
- Beidh Forbairt Ghairmiúil Leanúnach ar fáil do mhúinteoirí sna réimsí sábháilteacht ar líne.
- Tacaíonn CDH le gníomhaíochtaí ar lá Sábháilteacht ar líne go bliantúil chun úsáid idirlíne níos sábháilte agus éifeachtaí a chur chun cinn.

Beidh athbhreithniú bliaintúil i bhfeidhm ag na páirtithe leasmhara scoile ar an bpolasaí seo agus cur i bhfeidhm an pholasaí:

- Baill an Bhoird Bhainistíochta agus baill foirne
- Beidh grúpa oibre ag obair ar an bpolasaí seo go bliaintúil: Príomhoide, Príomhoide Tánaisteach, múinteoirí, daltaí, tuistí agus baill BB.

Déanfaidh an scoil monatóireacht ar thionchar an pholasaí tríd na modhanna thíosluaite:

- Tuairiscí d'eachtraí a logáil ar Vsware
- Ag logáil gníomhaíochtaí úsáid idirlíne (suíomhanna greasáin ina measc)
- Monatóireacht inmheánach ar shonraí do gníomhaíocht líonra.
- Suirbhéanna agus/nó ceistneoirí ar daltaí, tuistí nó baill foirne.

Dá dtarlódh eachtraí tromchúiseacha ar líne, ba cheart go gcuirfí duine den Bhainistíocht Shinsearach ar an eolas go láithreach.

Beidh monatóireacht ar chur i bhfeidhm an pholasaí seo ag an gCoiste TFC, baill foirne agus bainistíocht scoile CDH.

Scagadh Ábhar:

Rinne an bhainistíocht scoile cinneadh an leibhéal thíosluaite a roghnú ar scagadh ábhar ar an 'Schools Broadband Network':

- Leibhéal scoilte - ligeann an leibhéal seo scagadh difriúil a dhéanamh ar aois/ úsáideoirí difriúla; foireann, daltaí, cuairteoirí srl.

D'fhéadfadh disciplín a bheith curtha ar aon dalta a sháraíonn an scagadh ábhar seo trí úsáid seachsuíomhanna nó bealaí eile; obair bhreise scríbhneoireachta, cosc ar phribhléidí, fanacht siar nó i gcásanna éisceachtúla, fionraí nó díbirt.

Brabhsáil idirlíne agus Íosloadáil:

- Ní thabharfaidh scoláirí cuairt d'aonghnó ar shuíomhanna idirlíne a bhíonn fáil ar ábhair ghairsiúla, mídhleathúla, gráinniúil nó eile.
- Cuirfidh daltaí na múinteoirí ranga ar an eolas ar an toirt má tharlaíonn sé go ndeachaigh siad ar na suíomhanna thuasluaite.
- Cuirfidh daltaí an múinteoir ranga ar an eolas más rud go ndeachaigh siad ar na suíomhanna seo ar scoil ach ní le linn ranga.
- Ní dhéanfaidh dalta cóipeáil ar eolas ón idirlíon gan an cruthaitheoir nó an foinse a lua in éineacht leis.
- Beidh an t-eolas ag daltaí agus múinteoirí faoi aon mhí-úsáid, ag dáileadh nó ag glacadh eolais, go pearsanta nó bainteach le scoil, go bhféadfadh monatóireacht a dhéanamh air le haghaidh gníomhaíocht as an ngnáth, cúiseanna slandála nó bainistíocht líonra.
- Bainfidh daltaí úsáid as idirlíon scoile ar mhaithe le gníomhaíochtaí oideachasúla nó forbairt gairme.

- Ní bhainfidh daltaí úsáid as an idirlíon ar ghníomhaíochtaí cosúil le uasloadáil nó íosloadáil comhad mór a bhféadfadh trácht líonra trom a chruthú a chuireann isteach ar an seirbhís d'úsáideoirí eile.
- Ní íosloadálfaidh nó ní bhreathnóidh daltaí ar aon ábhar atá mídhleathúil, gairsciúil agus clúmhillteach nó aon ábhar a bhfuil sé d'aidhm cur isteach nó imeaglú a chur ar dhuine eile.
- Nach bhfuil cead ag daltaí roinnt comhad ar ardáin eile ach amháin Google Drive.
- Níl cead ag daltaí íomhánna nó ábhar a íosloadáil nach bhfuil ceangailte lena gcuid staidéar ach amháin má tá sé ceadaithe ag múinteoir ar mhaithe le forbairt an dalta.

Tiomántán Google:

- Tá rochtain ag gach dalta agus baill foirne ar an Tiomántán Google tríd a gcuntas ríomhphost CDH.
- De dheasca fadhbanna a bhí againn leis an bhfrothálaí cheana, ní cheadaítear cipíní cuimhne ag daltaí nó ag an bhfoireann agus moltar Google Drive a úsáid mar stóráil cúl-taca.
- Spreagann CDH úsáid a bhaint as an Google Drive chun ábhair oideachasúla a stóráil agus le haghaidh tascanna coimhoibríoch.
- Ní cheadaítear aon sonraí pearsanta a stóráil ar Google Drive.
- Nuair a bhíonn duine ag roinnt ar Google Drive, ní féidir leo roinnt ach amháin le húsáideoirí eile san fhearann CDH. is féidir leo doiciméid, sleamhnáin srl a roinnt go seachtrach ach iad a íosloadáil ar dtús agus ansin iad a sheoladh chuig duine lasmuigh den fhearann CDH.

Ríomhphost agus Teachtaireachtaí:

- Níl cead ag daltaí a gcuid ríomhphost pearsanta a úsáid ar scoil mar tá cuntas scoile curtha ar fáil do gach dalta san fhearann colaistedeheide.ie. Bíonn an cuntas seo ar fionraí sé mhí i ndiaidh an dalta an scoil a fhágáil.
- Caithfidh daltaí cuntais ríomhphost a úsáid do chúiseanna oideachasúla amháin. Caithfidh an chumarsáid ón ndalta leis an múinteoir a bheith go hiomlán bainteach lena staidéir nó a ngnó scoile.
- Ní cheadaítear na cuntais scoile do chumarsáid phearsanta. Má sheoltar ríomhphost mí-oiriúnacha chuig comhscoláirí nó múinteoirí, cuirfear an cuntas ar fionraí agus seans go mbeidh smachtbhannaí breise i bhfeidhm.
- Níor cheart go mbeadh an dalta ag roinnt a sonraí logála le dalta eile agus caithfidh siad cinntiú go logálann siad amach ar gach gléas a bhaineann siad úsáid as.
- Níor cheart go mbeadh daltaí ag úsáid a gcuntas scoile chun clárú le haghaidh seirbhísí ar líne cosúil leis na meáin shóisialta, aipeanna agus cluichí.
- Ba cheart go mbeadh daltaí ar an eolas go bhfuil monatóireacht i bhfeidhm ar chumarsáid ríomhphost.
- Ní sheolfaidh daltaí aon ábhar atá mídhleatach, gairsiúil agus aithiseach nó a bhfuil sé d'aidhm cur isteach ar dhuine nó imeaglú a chur ar dhuine.
- Ní mór don dalta tuairisciú go láithreach ar aon chumarsáid seolta chucu a chuireann siad as a gcompord, atá bagarthach, imeaglach, ionsaitheach nó rian den bhulaíocht i gceist agus níor cheart dóibh an chumarsáid a fhreagairt.

- Níor cheart go n-osclódh daltaí aon ríomhphost a bhfuil cuma amhrasach air. Dá mbeadh amhras ar dhalta, ba cheart dóibh ceist a chur ar mhúinteoir sula n-osclaíonn siad aon ríomhphost ó sheoltóir anathnaid.

Meáin Shóisialta:

Tá na tagairtí thíosluaite i bhfeidhm mar gheall ar theachtaireachtaí, blogáil agus seirbhísí sruthú físeán i gCDH:

- Níl cead ag daltaí aon seirbhísí teachtaireachtaí láitheach nó aipeanna ar nós Snapchat, Whatsapp, G Chat srl a úsáid. (Ní liosta iomlán é seo)
- Níl cead ag daltaí blaganna ar nós Word Press, Tumblr a úsáid ach amháin má thugtar cead ón múinteoir.
- Níl cead ag daltaí suíomhanna sruthú físeán a úsáid ach amháin má thugtar cead ón múinteoir.
- Ní cheart go n-úsáidfeadh an fhoireann nó daltaí na meáin shóisialta nó an t-idirlíon ar i mbealach go bhféadfadh dalta a chiapadh, a mhaslú, droch-íde a dhéanamh orthu nó aithis a thabhairt orthu ná a dteaghligh, baill foirne nó aon bhall den pobailscoil.
- Ní cheart go bpléfadh dalta aon eolas pearsanta faoi dhaltaí, an fhoireann nó baill eile den phobail ar na meáin shóisialta.
- Níor cheart go n-úsáidfeadh daltaí a seoladh ríomhphoist chun cuntais mheáin shóisialta a shocrú nó chun cumarsáid a dhéanamh orthu.
- Níor cheart go mbeadh baint ag aon dalta nó ball foirne i ngníomhaíochtaí ar na meáin shóisialta a tharraingeodh droch-cháil ar an scoil.
- Níor cheart go mbeadh daltaí no baill foirne ag léiriú tuairimí pearsanta in aghaidh CDH.

Gléasanna Pearsanta:

Tá cosc iomlán ar úsáid gléasanna pearsanta sa scoil.

Usáid na n-ipadanna Scoile:

- Ní mór do na hipadanna a chur in áirithe sula mbainfear úsáid astu, ag baint úsáide as an scarbhileog roinnte.
- Caithfidh Apple Classroom a bheith in úsáid chun monatóireacht a a choinneáil ar na hipadanna atá in úsáid.
- Beidh traenáil ar fáil do cheannairí Digiteacha san Idirbhliain chun cabhrú le húsáid na n-ipadanna sa rang.
- Caithfear logáil a dhéanamh ar Vsware ar gach mí-úsáid a bhaintear as na hipadanna agus ba cheart go mbeadh sé roinnte leis an gcoiste TFC.

Íomhánna agus Físeáin:

- Caithfidh daoine a bheith airdeallach faoi ghlacadh grianghraif nó físeáin go mbeadh daltaí gléasta i gceart ach nach bhfuil siad ag glacadh páirte i ngníomhaíochtaí a tharraingeodh droch-cháil ar an duine nó ar an scoil.
- I gCDH, Níl cead ag daltaí grianghraif a ghlacadh, a úsáid, a roinnt, a fhoilsiú nó a dháileadh gan chead.
- Tá cead tugtha ó thuistí (ar iontráil sa chéad bhliain) sula gcuirfear aon ghrianghraif de dhaltaí ar chuntas Twitter, Instagram nó ar shuíomh scoile. Déantar gach iarracht cuma an duine a chosaint agus d'fhéadfadh tuistí gan an cead a thabhairt don scoil grianghraif a fhoilsiú.
- Níl cead ag daltaí íomhánna, físeáin nó aon ábhar eile ar líne a roinnt leis an aidhm dochar a dhéanamh do bhall eile den scoilphobail laistigh nó lasmuigh den scoil.
- Ní ghlactar le dalta ag roinnt aon íomhánna gairsiúla agus go háirithe do dhaltai/ nó daoine óga agus beidh iarmhairtí tromchúiseacha agus b'fhéidir smachtbhannaí dleathúla i bhfeidhm dóibh siúd a bhí bainteach leis. D'fhéadfadh fionraí a bheith i bhfeidh do dhaltai a roinneann íomhá gairsiúil do dhaltai eile.

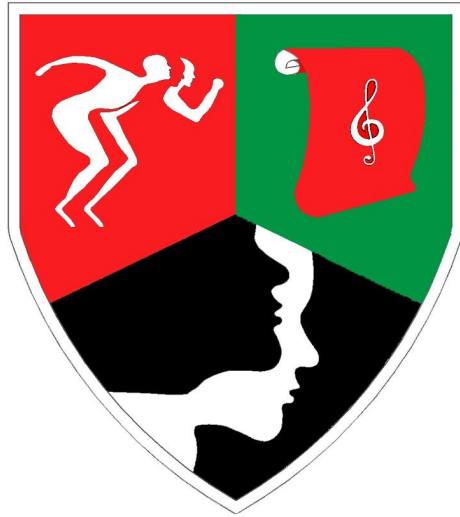
Cibearbhulaíocht:

- Ba cheart go mbeadh daltaí, tuistí agus an fhoireann ag caitheamh meas ar a chéile i gcónaí.
- Ní ghlacfar le iompar ó dhaltai ar líne leis an aidhm dochar a dhéanamh do dhaltai nó ball foirne, iad a chiapadh nó a náiriú. Beidh iarmhairtí agus smachtbhannaí tromchúiseacha ar aon dalta a bheadh bainteach leis.
- Déanann an bhainistíocht scoile cinntí chun cinntiú an sainmhiniú ar bhulaíocht, gur iompar diúltach neamhiarrtha go béil, go fisiciúil, go siceolaíoch, déanta ag duine ina n-aonar nó le grúpa i gcoinne duine (nó daoine) agus go ndéantar níos mó ná uair amháin.
- Tá cibearbhulaíocht san áireamh i measc an shainmhiniú seo fiú má tharlaíonn sé lasmuigh den scoil nó ar oíche.
- Deileáfar le heachtraí aonarach de iompar dearfach d'aon ghnó, téacs dochrach nó teachtaireachtaí príobháideacha eile san áireamh mar chuid den cód iompar agus cleachtas aisiríoch.
- Is croílár an pholasaí frith-bhulaíochta é réamhchúram de chibearbhulaíocht.

Suíomh Scoile agus Cuntais Mheáin Shóisialta Scoile:

- Déanfar seiceáil ar an suíomh scoile, cuntas Instagram scoile agus cuntas Twitter scoile go rialta chun cinntiú nach sáraítear sábhailteacht, príobháideachtas nó cáil na ndaltaí nó na foirne.
- Bainfidh an scoil úsáid as grianghraif dhigiteacha, closclibeanna nó clibfhíseáin ag diriú ar ghrúpa oibre. Foilseófar ábhar ag diriú ar daltaí ina n-aonar ar an suíomh nó ar na meáin ar chásanna éisceachtúla le cead ón tuiste.
- Ní fhoilseófar aon sonraí pearsanta, seoltaí baile nó sonraí teagmhála san áireamh, ar an suíomh scoile nó ar na meáin shóisialta.
- Seachnófar ainm agus sloinne an dalta a fhoilsiú ar fhíseán nó ar ghrianghraif ar shuíomh scoile nó na meáin shóisialta.
- Beidh ball foirne ag plé leis an dalta má chuirtear obair dá gcuid ar líne.

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Acceptable User Policy

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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. All infractions must be logged on VSware. When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- 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 Coláiste de hÍde.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste de hÍde.
- All incidents of misuse of technology must be logged on VSware using the behaviour tab.
- Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- School management 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 management will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste de hÍde implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils through guest speakers, An Córás Chairdis and Seachtain Chúram Saoil.
- Teachers are facilitated in continuing professional development opportunities in the area of internet safety when available.
- Coláiste de hÍde supports 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 and teaching staff.
- This policy will be developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school may monitor the impact of the policy using a variety of methods:

- Logs of reported incidents, using VSware.

- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, a member of School Management should be informed immediately.

The implementation of this Internet Acceptable Use Policy will be monitored by the Coiste TFC, teaching staff and school management of Coláiste de hÍde.

Content Filtering:

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

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / visitors etc.

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, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading:

- 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 subject teacher at the time.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their múinteoir ranga or another member of teaching staff.
- 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 other than Google Drive, and torrent sites are not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed; unless permitted by a member of teaching staff for the purpose of student development.

Google Drive:

- Each student and staff member has access to Google Drive through their Coláiste de hÍde email account.
- As we have had issues with our server in the past, memory sticks are not permitted. All staff and students are encouraged to use Google Drive as back-up storage.
- Coláiste de hÍde encourages the use of Google Drive for storing student and staff educational materials and for collaborative tasks.
- It is not permitted to store any personal data on Google Drive.
- When sharing on Google Drive it is only permitted to share with other users in the Coláiste de hÍde domain. Documents, slides etc. can be shared externally by downloading them first and then sending them to someone out of the Coláiste de hÍde domain.

Email and Messaging:

- Student use of personal email at school is not permitted as all pupils are provided with a school account within the colaistedehide.ie domain. This email account is suspended six months after the student leaves the school.
- School email accounts are to be used for educational purposes only. Student communication with teaching staff or peers must relate to their studies or pertain to school business.
- Student use of school accounts for personal communication is not permitted. Inappropriate emails sent to staff or peers will result in suspension of the account and may incur further sanctions.
- Pupils should not under any circumstances share their email account login details with other pupils and must ensure that they are logged out of devices that other students use.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should be aware that email communications are monitored.
- 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.

Social Media:

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste de hÍde:

- Use of instant messaging services and apps including Snapchat, Whatsapp, G Chat etc. are not allowed in Coláiste de hÍde. (This list is not exhaustive.)
- Use of blogs such as Word Press, Tumblr etc. is allowed in with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

- 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 school community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the 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 Coláiste de hÍde into disrepute.
- Staff and pupils must not represent any personal views as those of Coláiste de hÍde on any social medium.

Personal Devices:

There is a complete ban in the school regarding the use of personal devices.

Use of School i-Pads:

- iPads must be booked in advance using a shared spreadsheet giving details about what the iPads will be used for.
- Apple Classroom must always be used to monitor iPads when in use.
- Digital leaders will be trained in Transition Year to help with the use of iPads in class.
- All incidents of misuse of iPads must be logged on VSware and shared with the Coiste TFC.

Images and 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 Coláiste de hÍde, 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 only allowed with expressed permission from staff.
- Permission from parents or guardians is sought (on admission to the school in first year) before photographs of pupils are published on the school website, Instagram and Twitter account. Every effort is made to protect the individual identity of students and parents/guardians may choose not to grant this permission.
- 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 possible legal sanctions for those involved. Intentional sharing of explicit images of other pupils may incur suspension as a sanction.

Cyberbullying:

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.

- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by school management 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.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging will be dealt with, as appropriate, in accordance with the school's code of behaviour and use of restorative practices.
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Website and Social Media Account:

- The website, the school instagram account and the school twitter account will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The school will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website or twitter account in exceptional circumstances with parental permission.
- Personal student information including home address and contact details will not be published on school web pages or school twitter accounts.
- The school will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The online publication of any student work will be coordinated by a member of teaching staff.

Permission Form

Legislation:

The school policy is informed and supported by 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
- Children First 2017

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites. In relation to the school website and twitter account, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website along with accompanying images. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work and images/photographs on the school website and twitter account.

Signature: _____

Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Student: _____

Class/Year: _____