

# San Carlo Junior National School

## Internet Safety Policy

### Internet Usage Statement:

Scoil San Carlo J.N.S believes in the benefits of Curriculum Internet use.

The purpose of the **AUP** (Acceptable Usage Policy) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

### School's Strategy:

The school will employ a number of strategies to maximise learning opportunities at an appropriate level for the 4-8 year olds in our care and reduce risks associated with the Internet. It is envisaged, at this time, that much internet use with younger children will be of a demonstrative nature, supporting classroom work.

**Strategies Scoil San Carlo will employ to reduce risks are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

### Sanctions:

***If a pupil deliberately misuses the Internet, this will result in disciplinary action including the withdrawal of access privileges as mentioned in the Code Of Behaviour of Scoil San Carlo J.N.S. Parents/guardians will receive written notification of misuse by a pupil.***

***Scoil San Carlo J.N.S also reserves the right to report any illegal activities to the appropriate authorities.***



## 1. AUP

### Acceptable Usage Policy for Scoil San Carlo J.N.S

#### Internet:

1. Internet will be used for Educational Purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Internet sessions with our younger pupils will always be supervised and directed by a teacher
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
5. Filtering software will be used to minimise the risk of exposure to inappropriate material.
6. The school will regularly monitor pupils' internet usage.
7. Pupils will receive training in the area of Internet Safety in conjunction with SPHE programmes and through arranged Internet Safety seminars.
8. Posters highlighting Internet safety will be displayed in the ICT room.
9. Teachers & parents will be made aware of Internet Safety issues through arranged Internet Safety seminars.
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis.
12. The use of personal external storage devices or CD-ROMS in school requires a teacher's permission in accordance with the school's ICT policy
13. 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.

#### Internet Chat:

Students are **not permitted** to use Internet Chat Rooms.

#### Email:

1. Pupils under the direction of the class teacher will use their approved set up class email account.
2. Approved set up class email accounts are solely for teaching and learning purposes and not for parent/staff communication
3. Pupils (or parents) will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
4. Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

## **School Website:**

### **Designated teachers & school's ICT consultant will manage the publication of material on the school website.**

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips of individual pupils will not be published on the school website. Instead photographs, audio and video clips will focus on groups and group activities.
5. Pupils will be given an opportunity to publish projects, artwork or other curricular work on the school website.
6. Class teachers will select work to be published and decide on the appropriateness of such.
7. Permission to publish a student's work will be sought from pupils/parents/guardians at enrolment. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.



## **2. Education**

**Scoil San Carlo J.N.S will undertake an education programme to educate children on the safe, responsible use of the Internet.**

21<sup>st</sup> Century life presents dangers including 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 – to become Internet Wise.

**Resources that may be used to implement this programme include:**

Arranged Internet Safety Awareness Seminars for pupils, teachers and parents

NCTE (PDST) Internet Safety Awareness Video

Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website

Aspects of the Stay Safe SPHE programme

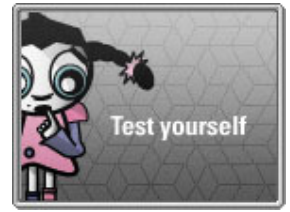
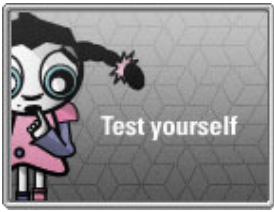
## **3. Filtering**

Filtering is a term used to describe a way of limiting the content of web pages, chat rooms and other electronic fora to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is Teacher Vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

### **Firewalls**

Windows XP & Windows 10 has a built-in firewall. Firewall Software can be purchased or downloaded free from the Internet. AVG anti-virus software is downloaded onto the tablet devices in Scoil San Carlo JNS.



## Responsible Internet Use

### *Pupil Undertaking:*

We use the School tablet, computers and Internet connection for learning.  
These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will not bring external storage devices such as usb keys and CD-ROMs into school without permission.
- I will not use Internet chat.
- If I see anything I am unhappy with, I will tell a teacher immediately.
- I know that the school may check my computer and tablet files and may monitor the sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet, the tablets and computers and my parents will be informed.

Signed: \_\_\_\_\_ Pupil.

Signed: \_\_\_\_\_ Parent

Following their reading of Scoil San Carlo's AUP and upon their child's enrolment, parents/guardians are requested to complete Question 7 & 8 of their child's enrolment form. Question 7 & 8 ask parents/guardians to consider giving permission for their child's work & photograph to be published on the school website, in line with the school's AUP.

See below, question 7 & 8 of Scoil San Carlo's enrolment form:

7. I give permission for my child's work to be put on the school's website

Yes

No

8. I give permission for my child's photograph to be put on the school's website

Yes

No

Scoil San Carlo JNS,  
Confey,  
Leixlip,  
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Dear Parent/Guardians

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, become independent in controlling their own research and become independent learners. While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to our pupils. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety (AUP). Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy (AUP) and accept responsibility for the education of your child on issues of Internet Responsibility and Safety which is published on our school website.

Please understand that having adhered to all the enclosed precautions the school **cannot be held responsible** if your child tries to access unsuitable material.

#### **School Website:**

In relation to the school website, if the school considers it appropriate, your child's schoolwork may be chosen for inclusion on the school's website. Please read carefully the terms of the Acceptable Usage Policy and the school's website publishing policy in relation to publishing pupils' work and photographs of school activities on the website. At enrolment, you were asked to consider your consent of your child's schoolwork and photograph for inclusion on Scoil San Carlo JNS' school website. (question 7 & 8)

There is also a document for the 1<sup>st</sup> and 2<sup>nd</sup> class pupils to sign. Find overleaf this document which is to be signed & returned to their class teacher by \_\_\_\_\_.  
Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet Usage in Scoil San Carlo JNS.

Yours sincerely,

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Catherine Diggins  
Principal