



**Scoil Íosagáin,
Aughavannagh Road,
Crumlin,
Dublin 12
01-4541821
principalscoiliosagain@gmail.com**

To Whom Does This Policy Apply?

This policy applies to students, staff, parents/guardians, the Board of Management and visitors to and refers to internet Scoil Íosagáin and media usage, internet safety, distance learning, child protection guidance regarding the internet, publication of photographs/audio/video and communications (e.g. parent WhatsApp groups) between parties.

Introduction and Rationale for Policy

The protection, safety and wellbeing of pupils and staff in Scoil Íosagáin is a key priority for all associated with our school. The development of the pupils' capacities in using information technologies and social media in safe secure ways to promote and enrich pupils' knowledge, skills and positive dispositions vis-à-vis technology in learning is also a key priority. However, we know from research that inappropriate use of the internet and social media impacts negatively on the children's and staff's health alike and may have very serious consequences for those involved. The Principal, staff and Board of Management take child protection and staff wellbeing very seriously. As a school community, we take great pride in the wonderfully strong reputation of the school as a caring, professional place of learning and teaching, founded on values of respect, integrity, care and mutual trust. We seek to protect our reputation in the best interests of our pupils and staff. Happy children and happy staff reflect our commitment as a school community to creating, empowering, inclusive and safe places in which to learn and teach. It is within that context and the characteristic spirit of our school that this policy on the use of social media and the internet has been developed.

This policy sets out clearly the policy of the school, as approved by the Board of Management, in relation to all social media/internet communications relating to the school, its activities, as well as staff, students, parents, other stakeholders and occasional third parties involved in school activities. It has been informed by relevant guidelines from the Department of Education and Skills and support agencies and best practice in developing acceptable usage policies. The policy is an integral part of our overall communications policy and approach in Scoil Íosagáin. It is intended to inform our pupils, staff, parents and all stakeholders in the area of communicating safely and responsibly in the context of using social media and the internet.

Aims of Policy

- The aim of this Acceptable Usage Policy (AUP) of school media and the internet 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 an important school resource and privilege. If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed (Webwise.ie).
- This policy is designed to provide guidelines and considerations for our students, staff, parents and visitors to our school in responsible, respectful, safe and legal use of media, devices and the internet.
- It also outlines sanctions attached to any use of media or the internet in contravention to our policy.

Relevant Definitions

Social Media: Websites and applications, including but not limited to Facebook, Instagram, Snapchat, Twitter, WhatsApp, that enable users to create and share content or to participate in social networking.

Duty of Care: “Schools have a duty of care to their pupils, and this includes helping children and young people to use new digital technologies safely and responsibly, wherever and whenever they go online.” <https://www.pdsttechnologyineducation.ie/en/Good-Practice/Internet-Safety/>

Cyberbullying: “Cyberbullying is an intentional, repetitive act of aggression, carried out by an individual or a group of people, using mobile phones or the internet, to systematically abuse the power they have over the victim, rendering the victim helpless as they cannot easily defend him or herself due to the perpetrator’s anonymity” (Hemphill & Heerde, 2014; Kowalski, Giumetti, Schroeder, & Lattanner, 2014; Menesini et al., 2012; Sharp & Smith, 2002; Smith, 2015; Smith et al., 2008).

- As is outlined in our Anti-bullying policy, placing a once off offensive or hurtful public message, image or statement on an online platform that can be viewed, shared and saved by other people will be considered bullying behaviour. The perpetrator has intentionally shared it with others.
- A once off offensive message etc. sent privately does not fall within bullying behaviour and should be dealt with in accordance with the school’s code of behaviour.

Policy Layout

Section A: Use of Social Media and Internet by Pupils in the School

Section B: Use of Social Media and Internet by Staff, Parents, Other Key Stakeholders

Section A: Use of Social Media and Internet and school devices by Pupils in the School

Expectations of Pupils

General

When using the internet, school iPads/computers and any associated media students, are expected to:

- a) Treat equipment in the school community with respect at all times
- b) Turn off their mobile phones before entering school grounds and may not be switched on again until they have left the school grounds.
- c) Not to undertake any actions that may bring the school into disrepute
- d) Respect the right to privacy of all other members of the school community
- e) Exercise caution when accessing websites that you have not previously visited

World Wide Web

When using the internet in the following areas, students are expected to;

Accessing websites

- a) To use the internet for educational purposes only unless otherwise permitted by their teacher
- b) Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- c) To report, immediately, any accidental access to inappropriate or illegal material to their class teacher or principal

Downloading or Uploading Material

- a) Not to download materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy
- b) Not to download or upload any software or apps without the express permission of the class teacher
- c) Not to upload any material, especially photos or videos to any platform without the express permission of the class teacher
- d) To respect the right to privacy of all other members of the school community
- e) Students will never disclose or publicise personal information about themselves or any other member of the school community (students, parents or staff)
- f) Students will be taught appropriate use of the internet, using www.webwise.ie and other teaching materials and resources

Copyright Guidelines

- a) To respect copyright and acknowledge creators when using online content and resources
- b) Not to use copyrighted images in school or project work, unless permission has first been obtained and granted by the creator

Content Filtering and Firewalls

- a) Scoil Íosagáin uses PDST search filters, which are set at Level 4 (allowing access to YouTube)
- b) Not to bypass or attempt to bypass firewalls or other security measures
- c) Not to upload, download or transmit commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permission

Distance Learning Platforms (e.g. Class Dojo/Zoom and similar)

- a) Distance learning apps are becoming a more commonly used form of teaching and learning, and will play a more integral role in the implementation of the school curriculum going forward
- b) Not to post links to games, videos or any such non-work related material without permission from the teacher or administrator of the online learning platform
- c) Not to arrange social gatherings (virtual or face-to-face) using an online learning platform
- d) Not to post 'silly' or inappropriate comments or contributions to online learning forums or platforms
- e) Not to change usernames, skins or backgrounds

Email/Online Learning Accounts

- a) Students will use approved class email or online distant learning accounts under supervision by or permission from a teacher/parent
- b) If a specific school email address is assigned to a pupil, they must not use it to sign up to other websites unless of educational value or directed to do so by a teacher
- c) Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
- d) Students must not attempt to contact any staff member or any adult via their school email or personal email address
- e) Students must not attempt to contact any visitor connected to the school without the express permission and supervision of an adult
- f) Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- g) Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- h) Students will note that sending and receiving email attachments is subject to permission from their teacher

Discussion Forums/ Social Networking or On-line gaming: e.g. WhatsApp, Facebook or YouTube

During School Time

- a) No pupil may access social networking sites during the school day or while on the school premises
- b) No school computers or iPads are to be used to access social networking sites at any time of day unless under the supervision of a teacher
- c) No pupil will upload content to YouTube, Vimeo, Snapchat or alternative sites, of themselves and/or other pupils while on the school grounds, on school trips, and/or in school tracksuit

Outside of School Time

In order to keep you and your fellow students safe and well it is important that students:

- a) Are mindful and aware that most social media sites have age restrictions of 13 years of age and above
- b) Are mindful of what they are posting online and that social media and online-gaming sites and applications are public forums. What you write will remain online and may be traced back to you
- c) Respect the rights and confidentiality of others
- d) Do not impersonate another member of the school community
- e) Do not use abusive, hurtful or hateful language
- f) Do not make defamatory comments or contributions about others, particularly those in your class or our school community

- g) Do not harm the reputation of Scoil Íosagáin, its staff or its student
- h) Do not upload video, audio or photographs of any member of the school community without their permission (This includes students, parents or staff)
- i) Do not upload any video or photographs of any student where they are clearly identified as a student of Scoil Íosagáin by their tracksuit or any other means. This includes images from school tours or sporting events

Photographs/Video or Audio

- a) Students must not take photographs, videos or record audio of other students on school iPads or other devices unless the teacher has granted permission
- b) Students must not take photographs, videos or record audio of other students on school iPads or other devices that is not directly related to the lesson or project on which they should be working

Other Personal Devices

- a) Students may not use other personal devices in school (e.g. iPad, laptop, handheld console, and smart watch) without permission of the class teacher and school principal

School Website

- a) Students are entitled to privacy on the school website. Names or addresses should never accompany photographs of students unless permission have been granted
- b) Permission must be sought and granted by a student to post individual artwork online. Artwork should not be accompanied by the full name of the student
- c) No student is permitted to download or share any images which are posted to the school website without permission from the school principal

Cyberbullying (also dealt with in our School Policy on Anti-Bullying)

“Cyberbullying is as an intentional, repetitive act of aggression, carried out by an individual or a group of people, using mobile phones or the internet, to systematically abuse the power they have over the victim, rendering the victim helpless as they cannot easily defend him or herself due to the perpetrator’s anonymity” (Hemphill & Heerde, 2014; Kowalski, Giumetti, Schroeder, & Lattanner, 2014; Menesini et al., 2012; Sharp & Smith, 2002; Smith, 2015; Smith et al., 2008).

- As outlined in our Anti-bullying policy, placing a once off offensive or hurtful public message, image or statement on an online platform that can be viewed, shared and saved by other people will be considered bullying behaviour. The perpetrator has intentionally shared it with others.
- A once off offensive message etc sent privately does not fall within bullying behaviour and should be dealt with in accordance with the school’s code of behaviour.

The Procedure

Investigation of any matter relating to cyber-bullying in any form e.g. mobile phone text/snap chat etc will be dealt with in accordance with the school policy on anti-bullying.

Where a disclosure of cyber-bullying is made, Scoil Íosagáin takes this matter seriously and regards it as part and parcel of its duty of care, even where this has occurred outside of the school day, school related activities or premises.

- a) Once a disclosure is made, and without exception, an investigation must occur and will involve all parties and parents/guardians of the students involved.
- b) Any inappropriate contact or incident of cyber bullying of any kind must be reported to the class teacher/principal as soon as it occurs.
- c) Incidents which occur outside of school hours are beyond the control of the principal, staff, Board of Management of Scoil Íosagáin. However, the aforementioned will endeavour to ensure the protection, safety and welfare of students and in this regard, every effort will be made to ensure that incidents of cyber-bullying which occur outside of school hours will be dealt with.

Cyberbullying Resources for Parents and Students

- *Don't be Mean Behind your Screens* – Paula O Connor
- <https://www.slideshare.net/iktsenteret/cyberbullying-digitalmobbing-06042016-mona-omoore>
- www.webwise.ie
- Zeeko.ie

Section B: Use of Social Media and Internet by Staff, Parents, Other Key Stakeholders

General Child Protection Guidance

If any member of staff receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner as detailed above they should:

- a) Report the disclosure to the Designated Liaison Person/Deputy Designated Liaison Person in Scoil Íosagáin.
- b) The disclosure should be recorded by the DL/DDLP in line with the child protection policy, and Tusla should be contacted for guidance.
- c) The procedure as advised by Tusla will be followed, and the necessary authorities contacted.

Expectations of Staff

Education of Students

- a) To be fully aware of the content of the Acceptable Use Policy and to remain vigilant in anticipating areas of potential danger to students.
- b) To ensure students are monitored consistently when using the internet.
- c) To educate students, as part of the SPHE programme, on safe internet access (www.webwise.ie).
- d) To engage in the presentation and discussion forum carried out at least every two years.

Professional Standards

Guidance/protection for staff on the use of social media (Teaching Council, 2019)

Registered teachers may be subject to a level of public scrutiny over and above other public sector employees because of their work with children and vulnerable persons. Teachers should follow best practice in the use of social media.

Before posting anything online, ask yourself;

- Might what I'm posting reflect poorly on me, my employer or my profession?
 - Is this post for personal or professional reasons?
 - Who will see this post? (Colleagues, parents, students etc.)
 - Am I confident that the posting, if accessed by others (colleagues, parents, students etc.) would be considered reasonable and appropriate for a professional?
- a) No member of staff should interact with any current student on any social networking sites and ensure their privacy settings are up-to-date and regularly reviewed. Any request or interaction initiated by a current student must be reported to the school principal and parents of the student.
 - b) No member of staff should interact with or accept a 'friend request' from a former student who is under the age of 18 on any social networking sites. Any request or interaction initiated by a current student should be reported to the school principal.

Expectations of Parents/Guardians

Keeping your Child Safe in the Home

- a) Parents are urged to promote the safe use of the internet, social media and online-gaming platforms at home. www.webwise.ie has a parent section to assist you in the process.
- b) It is crucial that a child's use of the internet is monitored by a responsible adult: YouTube, online gaming sites, social media platforms.
- c) It is crucial that there is monitoring of whom they interact with online. It is neither safe nor appropriate for children to be interacting with strangers, online and this includes online-gaming sites. It is very easy to create false personas online.
- d) These areas are covered in Cyber Safety talks, facilitated by different programmes in school and outside agencies.

Photographs, Video or Audio recordings

- a) We understand that parents, guardians and family members may wish to take photographs/audio/videos of their child at school events i.e. school show, school tours, school graduation masses, sacrament celebrations and official sporting events, for personal and private use. However, it is not appropriate to upload photographs/audio/videos containing children **not in your family** to social media sites such as Facebook or Instagram.
- b) Photographs and videos published on school website or Twitter accounts of children and staff members may not be re-published without express permission being granted by the Principal of Scoil Íosagáin. All photographs and media on the school website and Twitter remain the property of Scoil Íosagáin. Permission must be sought from the principal to share photographs or video, published on the school website etc., of students or staff to websites of social media platforms i.e. Facebook, Instagram or Twitter.
- c) Parents/guardians are asked to note that school events, educational programmes, educational trips, competitions and sporting events may be sponsored, organised or attended by businesses, newspapers, charities, organisations, government agencies etc., and these parties may take group photographs/audio/videos of students. These endeavours are part of school life and Scoil Íosagáin is not responsible or liable for publication of any material.

Parent (Guardian) to Parent Communication e.g. WhatsApp groups

- a) The Board of Management is aware that parent communication groups (i.e. WhatsApp groups/Facebook) exist. While these can be useful to parents/guardians, it is important that the high standards that we expect of our pupils in relation to use of social media are also displayed by parents and guardians. Parents/guardians are asked to refrain from posting any personal comments or contributions about a student, teacher or other member of staff or Board of Management that might be in any way defamatory or demeaning of a person and/or their role in the school community. If a parent/guardian is concerned about something, the matter should first be discussed with the class teacher and if a satisfactory outcome is not reached, they may then contact the school principal. The school does not monitor WhatsApp groups and does not accept responsibility for content shared or posted.
- b) In the event that the Parent's Association of Scoil Íosagáin decide to set up class WhatsApp groups for the parent body, the group administrator may be asked to notify the Parent's

Council, principal or Board of Management of material which is in contravention to this policy. Posting any personal comments or contributions about a student, teacher or other member of staff or Board of Management that might be in any way defamatory or demeaning of a person and/or their role in the school community is in contravention to this policy.

- c) Parents should not participate in spreading false or unsubstantiated rumours or false information relating to any member of the school community of Scoil Íosagáin.

General Advice for Parents Regarding Online Safety

Parents should:

- a) Be aware that many social media sites and some online game platforms have age restrictions. Please read their terms and conditions before permitting your child to use and/or create an account. For example, Facebook, Snapchat, Instagram and Gmail are restricted to persons aged 13 years and above and it is easy to enter a false date of birth. The use of these sites **does** have implications for children. It is important that parents monitor their child's activity online.
- b) Please be aware that where you knowingly set up an account for child who is under the age of 13, you are in breach of those terms and conditions.
- c) As you may be aware, online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- d) Expert advice given is that all users of social media sites should do whatever they can, not to identify any child by name or associate them with a particular school. Please be aware of this when posting online, including posts involving your own children.
- e) Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

Expectations of Visitors to Scoil Íosagáin (e.g. student teachers, guest speakers, Board of Management members)

The importance of this policy will be brought to the attention of student teachers on their preliminary visit day/s prior to starting their placement experiences in Scoil Íosagáin. All student teachers are required to be familiar with the content of the policy before commencing their formal placement. Student teachers will be required to follow the policy at all times throughout the placement.

Child Safety

- a) No visitor to Scoil Íosagáin should interact with any current student on any social networking sites and ensure their privacy settings are up-to-date and regularly reviewed. Any request or interaction initiated by a current student must be reported to the class teacher and/or school principal and parents of the student.
- b) No visitor to Scoil Íosagáin should interact with or accept a 'friend request' from a former student who is under the age of 18 on any social networking sites. Any request or interaction initiated by a current student should be reported to the school principal.

Photographs and Video Media

- a) Photographs and videos of children, staff members or Board of Management members may only be published on the school website and twitter accounts by the administrator of those accounts. Parents have consented to the use of photographs etc in this manner, at the time of enrolment of their child to the school.
- b) Student teachers, visitors attached to outside agencies/companies or guest speakers must request explicit permission from the relevant teacher or Principal of Scoil Íosagáin to take/publish photos and videos of children or staff members (e.g. Sports Day, School Tours etc.).
- c) Photographs and videos published on school website or twitter accounts of children and staff members, may not be re-published without express permission being granted by the Principal of Scoil Íosagáin. All photographs and media on the school website and twitter remain the property of Scoil Íosagáin. Permission must be sought from the principal of Scoil Íosagáin to share photographs or video, published on the school website etc., of students or staff to websites of social media platforms i.e. Facebook, Instagram or Twitter.

Legislation

Scoil Íosagáin is happy to provide web links to information on the following legislation relating to the use of the internet which teachers, pupils 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

Supports Available

The school will inform teachers, parents and pupils of resources and supports to ensure safe use of social media and the internet.

Responding to Concerns

If a pupil, teacher, parent, or other stakeholder has a concern or wants to raise an issue in relation to social media/internet usage in the school, the person should:

1. Record any particulars which might be important (e.g. dates, times, web addresses).
2. Report concerns to the principal of Scoil Íosagáin.

Sanctions

Students

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.

Staff Members

Staff are bound by professional standards and any legal infringement will be dealt with, through the proper channels by the principal and Board of Management.

Parents/Guardians

Outside of any illegal activity in relation to the AUP or child protection issue, disciplinary action is not relevant in this case. However, where the Parent's Association of Scoil Íosagáin appoints an administrator of a WhatsApp group, that administrator may be asked to report on an infringement in a parent to parent group.

Other Related Policies

- Anti-bullying Policy
- Code of Behaviour
- Child Protection
- Data Protection

Helpful Guidance

Draft Guidelines for Teachers relating to Social Media (Teaching Council 2019)
available at: <https://www.teachingcouncil.ie/Website/en/Fitness-to-Teach/Consultation-Draft-Social-Media-Guidelines/Draft-Guidelines-for-Registered-Teachers-Social-Media.pdf>

Review of Policy

Date of ratification of policy by BOM: _____

Date of implementation of policy in the school: _____

Date for review of policy: _____

Signed:

Dáta:

Chairperson

Appendix 1

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

School Name: _____

Name of Student: _____

Class/Year: _____

Student

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 Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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.

I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

Signature: _____

Date: _____

Address: _____

Telephone: _____

Appendix 2

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme, we offer pupils supervised access to the Internet. This allows pupil's access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

Aoife Wrynne

Principal.

Appendix 3

The following are “Contribution Standards” for the students and school community of Scoil Íosagáin. “Contribution Standards” apply to any and all material which a person contributes to the school website, online learning platforms or associated public communication platforms such WhatsApp and Facebook.

1. A Contribution must:

- a) be accurate (where it states fact)
- b) be genuinely held (where it states opinion)
- c) comply with the law applicable in Ireland and in any country from which it is posted

2. A Contribution must not:

- a) be defamatory of any person
- b) be obscene, offensive, hateful or inflammatory
- c) promote sexually explicit material
- d) promote violence
- e) promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age
- f) infringe on any copyright, database right or trade mark of any person
- g) be likely to deceive any person
- h) promote any illegal activity
- i) be threatening or abusive or invade another’s privacy, or cause annoyance, inconvenience or needless anxiety
- j) be likely to harass, upset, embarrass, alarm, or annoy any other person
- k) impersonate any person, or misrepresent your identity or affiliation with any person
- l) give the impression that the Contribution comes from Scoil Íosagáin, if this is not the case
- m) advocate, promote, incite any party to commit, or assist any unlawful or criminal act such as (by way of example only) copyright infringement or computer misuse.