

**Appendix Y: Internet Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

**SCHOOL'S STRATEGY**

The school will employ the following strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

**GENERAL**

- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils and parents will have access to Internet Safety and Cyber-Bullying awareness training sessions at least every two years.

**WORLD WIDE WEB**

- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students 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.

**EMAIL**

- Students may use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

**SOCIAL MEDIA**

- The school will not permit the use of social media websites on devices used during the school day.
- The school will use their twitter and instagram account as a form of communication.

**SCHOOL WEBSITE ([www.maryqueenofireland.com](http://www.maryqueenofireland.com))**

- Designated teachers will manage the publication of material on the school website.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips will focus on group rather than individual activities. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

#### MARY QUEEN OF IRELAND N.S. INSTAGRAM ACCOUNT

*The purpose having of a school Instagram account is to provide;*

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with wider audience of school life via photos of pupil's projects, notice boards, etc.
- Communication with other schools and accounts with similar educational interests

#### PHOTOGRAPHY IN SCHOOL

It is our custom to take photographs of the children partaking in school activities and which may be used for school purposes.

#### LEGISLATION

The school will provide information on 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 2018

#### SUPPORT STRUCTURES

Through its website, the school may inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

#### SANCTIONS

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

This is the approved Internet Use Policy of the Board of Management of Mary Queen of Ireland N.S. for 2023/24 and onwards.

**It is a requirement of the Board of Management of Mary Queen of Ireland NS that parents/guardians of pupils in the school should read, agree to and sign the Internet Acceptable Use policy.**

Signed: Michael Mooney  
Chairperson of Board of Management

Signed: Aine O'Donnell  
Principal

Date: 27/9/23

Date of next review: August 2024