



Ballina Primary School Telephone: 061376340
Grange Road, Email: Info@ballinaprimarieschool.com
Ballina/Killaloe, Co. Clare Web:
<https://www.ballinaprimarieschool.com>

Ballina Primary School

Acceptable Use Policy

2023



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General Approach

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Ballina Primary School .

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Ballina Primary School.

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.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not to undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.



- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

Ballina Primary School 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 other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils through our ICT Digital Citizenship, SPHE programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Ballina Primary School participates in 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, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Assistant Principal with responsibility for ICT, teachers, students, parents/carers, and representatives of the Board of Management.

The school reserves the right to monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

Should serious online safety incidents take place, the School Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the School Principal, staff and BOM.



Content Filtering

Ballina Primary School has chosen to implement the following level on content filtering on the Schools Broadband Network: Level 4

Students 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.

Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to the class teacher or School Principal.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students 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.

Students will use the Internet for educational purposes only.

Students 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.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.

Students will never disclose or publicise personal information or passwords.



Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at Ballina Primary School .

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts only under supervision by or permission from a teacher.
- Students should be aware that email communications are monitored.

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students 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.

Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

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

Students will not forward email messages or screenshots of emails or “reply all without the permission of the originator

Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

Students should 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 report any such communications to a teacher.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Ballina Primary School :



- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Ballina Primary School .
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the school community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Ballina Primary School into disrepute.

Staff and Students must not represent your personal views as those of Ballina Primary School on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement and in the school's Mobile Phone and Electronic Games Policy for Pupils (May 2019), in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Ballina Primary School :

- Students are only allowed to bring personal internet-enabled devices into Ballina Primary School with expressed permission from staff.
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are not allowed to use personal internet-enabled devices during social time.



Digital Learning Platforms (including video conferencing)

Office 365/Teams digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.



Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Ballina Primary School students must not take, use, share, publish or distribute images of others without their permission.

Pupils taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Students 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.



Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping



- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

School Websites

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

Ballina Primary School will only use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission sought on enrolment.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on web pages.

Ballina Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.



Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a persons sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Ballina Primary School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Ballina Primary School to ensure that staff and students 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 cyberbullying even when it happens outside the school or at night. In addition the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as “placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behavior.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.



Legislation

The school will adhere to the following legislation relating to use of the Internet

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

The school will 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 and digital technologies are referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate are outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.



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This policy was revised by the Board of Management of Ballina Primary School in the School Year 2023/24.

Signed by the Board of Management:

Chairperson: Mr. Tom Moore Date: 11/10/23

Principal: Bernice O' Connell Date: 11/10/23

Ballina Primary School
Roll Number 18207V