Internet Acceptable Use Policy
Incorporating Cyber Bullying Policy

Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

Pupils' use of the Internet

Pupils are responsible for good behaviour on the internet. Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Teachers will refer to the schools Code of Conduct Policy if a pupil breaches school rules. Internet access in the school includes a filtering service. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet. Parental consent is obtained on enrolment for the pupils to access the internet during their time here at Scoil Naomh Náille.

Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Organisation and Management of Internet Use

Staff will select sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Children's Use of Email

Children in school must only use email for educational purposes and e-mails will be checked before being sent. Pupils will not be allowed to send personal emails from the school system without permission. Incoming email will be regarded as public and may be examined by any staff member. The use of chat rooms is forbidden.

Cyber Bullying Policy

Scoil Naomh Náille aims to ensure that children are safe and feel safe from bullying, harassment and discrimination. This school is committed to teaching children the knowledge and skills to be able to use ICT effectively, safely and responsibly.

WHAT IS CYBER-BULLYING?

There are many types of cyber-bullying. The more common types are:

1. **Text messages** – can be threatening or cause discomfort. Also included here is 'Bluejacking' (the sending of anonymous text messages over short distances using bluetooth wireless technology)

2. **Picture/video-clips via mobile phone cameras** – images sent to others to make the victim feel threatened or embarrassed

3. **Mobile phone calls** – silent calls, abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible

4. **Emails** – threatening or bullying emails, often sent using a pseudonym or somebody else's name

5. **Chat room bullying** – menacing or upsetting responses to children or young people when they are in a web-based chat room

6. **Instant messaging (IM)** – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger), Yahoo Chat or similar tools

7. **Bullying via websites** – use of defamatory blogs (web logs), personal websites and online personal 'own web space' sites such as You Tube, Facebook, Ask.fm, Bebo (which works by signing on in one's school, therefore making it easy to find a victim) and Myspace – although there are others.

Aims of Policy:

- To ensure that pupils, staff and parents understand what cyber bullying is and how it can be combated
- To ensure that practices and procedures are agreed to prevent incidents of cyberbullying
- To ensure that reported incidents of cyber bullying are dealt with effectively and quickly.

Understanding Cyber bullying:

- Cyber bullying is the use of ICT (usually a mobile phone and/or the internet) to abuse another person
- It can take place anywhere and involve many people
- Anybody can be targeted including pupils and school staff
- It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, unauthorized publication of private information or images etc.

Procedures to prevent Cyber bullying:

- Staff, pupils, parents and Board of Management (BoM) to be made aware of issues surrounding cyber bullying
- Pupils and parents will be urged to report all incidents of cyber bullying to the school
- Staff CPD (Continuous Professional Development) will assist in learning about current technologies as appropriate
- Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), assemblies, friendship week activities, Say No to Bullying Week activities and other curriculum projects
- Parents will be provided with information and advice on how to combat cyber bullying
- Parents will be expected to sign an Acceptable Use of ICT contract prior to enrolment and to discuss its meaning with their children
- Pupils, parents and staff will be involved in reviewing and revising this policy and school procedure
- All reports of cyber bullying will be investigated, recorded, stored in the Principal's office and monitored regularly.
- Procedures in our school Anti-bullying Policy shall apply
- The police will be contacted in cases of actual or suspected illegal content

Information for Pupils

If you're being bullied by phone or the Internet:

- Remember, bullying is never your fault. It can be stopped and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.
- Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.
- Don't give out your personal details online – if you're in a chat room, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you to build up a picture about you.
- Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender
- There's plenty of online advice on how to react to cyber bullying. For example, Ie.reachout.com and www.wiredsafety.org have some useful tips.

Text/video messaging

- You can easily stop receiving text messages for a while by turning-off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number
- If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
- Don't reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone bullying
- Visit their website for details.
- Don't delete messages from cyber bullies. You don't have to read them, but you should keep them as evidence.

<u>Review and Ratification</u>

This policy was initially drawn up by the Principal and Staff and was ratified by the Board of Management in 2013. It was reviewed in March 2017 and January 2022 and ratified by the Board of Management on 7th February 2022.

This policy will be reviewed in February 2026.

Signed: *Teresa Gallagher*   **Date: 7th February 2022**
<u>Chairperson, Board of Management</u>

STAFF INTERNET ACCEPTABLE USE POLICY

Staff Use of Email and the Internet

Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research, and for contact with others.

The use of the internet and email for personal use is acceptable outside of teaching hours. When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. All users are expected to communicate in a professional manner.

The email address provided by the school for school use will be monitored. It will not be usual practice to read personal staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.

A serious breach may be treated as a disciplinary matter.

No person will in any way alter the filtering preferences.

Ratified by Board of Management on 7th February 2022.

Signed: *Teresa Gallagher*
Chairperson, Board of Management