

**Monasterevan Convent N.S.**  
**Internet Acceptable Use Policy**

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**Authors: Declan Costello and Ciara Byrne**

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## General Approach

The aim of this Internet Acceptable Use Policy (AUP) 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 a school resource and privilege. If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

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

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

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Monasterevan Convent N.S.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Monasterevan Convent N.S.

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.

Monasterevan Convent N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Monasterevan Convent N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Monasterevan Convent N.S. 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 CSPE curriculum.

This policy and its implementation will be reviewed annually by Board of Management.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers and representatives of the Board of Management.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal and the Board of Management.

## **Content Filtering**

Monasterevan Convent N.S. has chosen to implement the following level of content filtering on the Schools Broadband Network:

Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students, etc.

Pupils 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.

## **Web Browsing and Downloading**

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

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils 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.

Pupils will use the school's internet connection only for educational and teacher-approved activities.

Pupils 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 pupils of materials or images not relevant to their studies is not allowed.

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## **Email and Messaging**

The use of personal email accounts is not allowed at Monasterevan Convent N.S.

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

Pupils 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.

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

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Monasterevan Convent N.S.:

Use of video streaming sites such as YouTube and Vimeo, etc. is with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Monasterevan Convent N.S. community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Monasterevan Convent N.S. community on social media.

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

Staff and pupils must not engage in activities involving social media which might bring Monasterevan Convent N.S. into disrepute.

Staff and pupils must not represent your personal views as those of Monasterevan Convent N.S. on any social medium.

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## **Personal Devices**

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Monasterevan Convent N.S.:

Pupils are not allowed to bring personal internet-enabled devices into Monasterevan Convent N.S.

## **Images & Video**

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

At Monasterevan Convent N.S. pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff and once care is taken that no harm is done to staff, pupils or any other members of Monasterevan Convent N.S. community.

Permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils 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 pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Intentional or deliberate sharing of explicit images of other pupils automatically incurs suspension as a sanction.

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## **Cyberbullying**

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

Measures are taken to ensure that staff and pupils 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 cyber-bullying even when it happens outside the school.

## **School Websites**

Pupils will be given the opportunity to publish projects, artwork or school work on the school's website.

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

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

Monasterevan Convent N.S. will use only 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.

Personal student information, including home address and contact details, will not be published on Monasterevan Convent N.S. web pages.

Monasterevan Convent N.S. will avoid publishing both first name and last names of pupils in video or photograph captions published online.

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## 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
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