

Monkstown Park Junior School E-safety and Acceptable Usage Policy;



Introduction

MPJS recognises that access to technology in school gives students, parents and teachers' greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.

This E-Safety & Acceptable Usage Policy outlines the guidelines and behaviours that students, parents and staff are expected to follow when using ICT. The aim of this policy is to ensure that pupils will benefit from learning opportunities offered by the school's technology and online resources in a safe and responsible manner. This Junior School Policy has been designed to be reflective of the needs of the schools youngest learners.

Current technologies covered by this Policy, used in School and, more importantly in many cases, used outside of the school by children include:

- The Internet
- e-mail
- Instant messaging, such as WhatsApp, Instagram often using simple web cams
- Live Streaming sites (for example, Facebook live)
- Mobile phones with camera and video functionality
- Games consoles) that are 'internet ready' (for example, PS4/Xbox)
- Smart phones with e-mail, web functionality and cut down 'Office' applications

Whole School approach to the safe use of ICT

Roles and Responsibilities

Our e-Safety Coordinator- Ms Kenna ensures policies are kept up to date with e-Safety issues and provide guidance, resources and training annually and/or as needed to all stakeholders.

Staff:

- All staff in the Junior School are responsible for promoting, supporting and monitoring safe online behaviour in classrooms and the wider school.
- All Teachers are responsible for ensuring age appropriate, discrete online safety lessons in SPHE and/or ICT lessons annually to their class and at the start of a new academic year. The

teachers and Principal will also reinforce such topics in each class to support a whole school approach.

- Teachers will ensure pupil from 3rd class -6th class will sign the acceptable usage policy and given to the Principal .
- All staff are responsible for previewing any websites or online resources before use by them or any pupil and to promote using child-friendly search engines when more open internet searching is required.
- All staff are responsible for adhering to the Acceptable Usage Policy for staff and support the acceptable usage policy given to students.
- All staff are responsible for reporting any concerns regarding pupil online safety, breaches of the acceptable usage guidelines, or if they find inappropriate online content to the school principal.
- All staff are responsible for looking after and maintaining the use of school based technology and reporting any technical problems to the school principal.

Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;

- Safe use of the school network, equipment and data;

- Teacher use of digital images and digital technologies, such as mobile phones and digital cameras;

-Teacher should be aware that when using the School network Internet traffic is monitored via the firewall. Discretion and professional is essential.

-Teacher training in safe and responsible Internet use and on the School e-Safety Policy will be provided as required.

Parents:

- Parents are requested to be familiar with all school policies in relation to e-Safety.
- This E-Safety & Acceptable Usage Policy will be sent home to all parents on an annual basis.
- Parents of 3rd-6th class pupils are requested to sign the Acceptable Usage Contract with their children and return to the school. Whereas, younger pupils are not requested to sign the Acceptable Usage Contract we encourage parents to have age appropriate discussions with their children about e-Safety.
- Parents are requested **not to send their children to school with mobile phones or other electronic devices. If mobile phones are absolutely necessary for the safe passage of older (for example 4th -6th class Junior School pupils to and from school, parents must support the policy of phones being stored in locked cabinets during the school day.**
- Parents are requested not to call or message their children on personal devices during the school day. If a message is needed to be passed to a pupil (or vice versa) parents are requested to call the School Secretary.
- Many social media sites, apps and games (including XBOX, PS4) have minimum age requirements. While the school will not and cannot monitor out of school usage, we would advise parents not to allow their children access these until they are the appropriate age.
- Parents are requested to review all settings on social media apps (if used) and to set up web-filtering on search engines on all the devices that children come into contact with.

- Parents are encouraged to frequently check social media apps (if used) and internet usage on mobile phones and electronic devices to ensure they are aware of their child's online use, interaction with others and approve of same.
- Parents are requested to report any concerns regarding pupil online safety or breaches of these acceptable usage guidelines to the class teacher and the Junior School Principal immediately and in writing.

Parents are requested to avoid any negative conversations about any member of the school community or the school on email, social media accounts or WhatsApp forums. Any messages and comments, if disclosed, are treated in the same way as written communication formally addressed to the school.

Parents are to refrain from "friending" a member of staff in the school. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request. Parents are also requested not to "tag" photographs or any other content which would identify children or staff of the school.

Pupils:

- Pupils should only use school technology for educational purposes when supervised by a staff member and during assigned class time. They should remember to 'STOP and THINK before they click.'
- 3rd- 6th class pupils are requested to understand and sign the attached Acceptable Usage Contract with their parents.
- Pupils should be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity.
- Pupils must not use their own personal devices for accessing the internet, chat rooms, messaging or taking photographs during any part of the school day. All mobile phones will be locked away for safe keeping during school hours and any breach of this rule will be sanctioned accordingly. If children attend morning supervision or after school clubs or care, mobile phones must be kept in school bags.
- Pupils must report any bullying, abuse, or inappropriate materials immediately to a staff member or parent.
- Pupils will not search for, send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. Downloading any materials or images not relevant to their studies is in breach of the school's policy.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Pupils should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils must not upload or download non-approved software.
- The use of personal memory sticks, CD-ROMs, or other digital storage media may be required to support project or homework but requires a teacher's permission and implementation.
- Pupils are responsible for their own safe internet use and should not download and use apps, games or content that is not suitable or age appropriate. They must not encourage others to act irresponsibly.

- The School will promote education surrounding e-safety in the curriculum and ensures that every pupil has been educated about safe and responsible use.

How will complaints regarding e-Safety be handled?

The School will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a College computer or mobile device. The School cannot accept liability for material accessed, or any consequences of Internet access.

Students are given information about infringements in use and possible sanctions. Sanctions may include:

Meeting with the the Class Teacher/ Principal of the Junior School

- Immediate parental notification regarding any potential breaches of e-Safety
- Formal, written warning/s relating to inappropriate technology use
- Immediate confiscation of a personal mobile phone or device if used during school hours
- Temporary and/or permanent ban from using school based technology if used inappropriately
- Withdrawal of break times or loss of other privileges
- Additional sanctions as determined by the School Principal.
- Complaints and issues related to Cyberbullying will be dealt with in accordance with our Anti-Bullying Policy
- Complaints and issues related to Child Protection will be dealt with in accordance with our child protection policy.

Monkstown Park Junior School- Acceptable Usage Contract for 3rd to 6th class.

Examples of Acceptable Use:

I will:

1. Follow the same guidelines for kind, responsible and courageous behaviour online that I am expected to follow offline.
2. Use and maintain technology carefully, and alert teachers if there is any technical problem.
3. Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
4. Be cautious to protect the safety of myself and others.

(This is not intended to be an exhaustive list. Users should always use their own good judgment when using technology)

Examples of Unacceptable Use:

I will not:

1. Use mobile phones or personal devices during any part of the school day. ☒
2. Use technology and/or social media in a way that could be personally or physically harmful to myself or others.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others (teachers or students).
4. Try to find ways to evade the school's e-Safety rules, safety measures and filtering tools.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary consequences and sanctions, including but not limited to:

Meeting with class teacher and Principal of the Junior School

Immediate parental notification regarding any potential breaches of e-Safety

Formal, written warning/s relating to inappropriate school based technology use

Immediate confiscation of a personal mobile phone or device if used during school hours

Temporary and/or permanent ban from using school based technology if used inappropriately

Withdrawal of break times or loss of other privileges

During school hours, teachers will guide pupils toward appropriate use of the internet; outside school, parents/guardians should bear the same responsibility for such guidance. It is important therefore that teachers and parents/guardians

- discuss rules for using the internet and decide with the children what constitutes appropriate use;
- ensure the children are aware that they should not give out personal information on the internet;
- encourage children not to respond to any unwelcome, unpleasant or abusive messages and to inform their teachers or parents/guardians if they receive any such messages or images; and
- ensure that computers are used in the sight of a responsible adult.