



# Internet Acceptable Use Policy

November 2021

North Dublin Muslim National School

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## Contents

Introduction.....	2
School’s Strategy.....	2
Internet Usage.....	3
Google Accounts.....	3
School Website and Twitter.....	4
Sanctions.....	4
Legislation.....	4
Support Structures.....	4
Communication of Policy.....	5
Policy Review.....	5
Ratification and Implementation.....	5

## **Introduction**

The internet acceptable use policy (IAUP) of the North Dublin Muslim National School is applicable to the parents and guardians, staff members, children and management of the school.

The aim of this Internet Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner.

Internet use and access is considered a school resource and an integral part of 21<sup>st</sup> Century teaching and learning. The schools strives to incorporate digital learning in teaching and learning in a meaningful and purposeful manner.

ICT resources may not be used for illegal acts or for any activity that would be contrary to the ethos of the school. Users should be aware that records are kept and could be made available in specific circumstances.

## **School's Strategy**

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

- Pupils will treat others with respect and will observe good "netiquette" (i.e., etiquette on the internet) at all times.
- Pupils will not undertake any actions that may bring the school into disrepute.
- Access to internet will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school internet is protected by the firewall provided by the PDST.
- The school will regularly monitor pupils' internet usage.
- Pupils and teachers will be provided with training in the area of internet safety (eg. through the Stay Safe programme).
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- Staff using personal CD-ROMs or memory sticks in school must ensure that any such devices are virus free and that they will not cause damage to school equipment in any way. The school is not responsible for loss or damage caused to personal ICT equipment caused by its presence or use within school.
- The use of personal CD-ROMs or memory sticks in school by any staff member should be for an educational purpose only. The content of such devices should be legal, appropriate and in keeping with the school ethos.

### **Internet Usage**

- Pupils will seek permission to use the internet from the supervising teacher.
- Pupils will be supervised by a teacher/parent or Special Needs Assistant while using the Internet.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- All users must take care not to infringe on copyright procedures.
- Pupils will never disclose or publicise personal information.
- Pupils will be aware that any usage of the internet, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils must never use internet chat rooms.
- Pupils must not send or post any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils must never arrange a face-to-face meeting with someone.

### **Google Accounts**

- The school uses *Google for Education*.
- Pupils will be provided with a Google account upon enrolment at school.
- This account will be used, under teacher supervision and guidance, to access Google Classroom, Google Meet and other applications and sites which facilitate online learning (either in-school or remotely).
- Pupils may not access – or attempt to access – the accounts of other pupils or staff.
  
- Staff are provided with a Google account. This account should be used for professional purposes only and will only remain active while the staff member is employed at the school.
- Staff members are provided with an online drive for the storing and sharing of teaching materials and other resources.
- Staff may contribute to the shared drive and access the contributions of others, but should only delete their own contributions.
- Plans that have been submitted to the drive should only be deleted by the principal.

### **School Website & Twitter**

- The school's website is [www.ndmns.com](http://www.ndmns.com) and its Twitter account is @ndmns.
- The school's Twitter account provides an opportunity to share work from the school and engage with other schools and appropriate outside groups.
- The school's website provides general information to current and prospective parents.
- Staff members are provided with login details for the Twitter account each year; these details must not be shared with pupils or others.
- Careful consideration should be given to ethos sensitivities before selecting work to upload. Management should be consulted prior to posting material if there is any doubt about its suitability.
- Photographs, audio or video clips that are used on the Twitter account, where possible, focus on groups of children and group activities rather than individuals.
- Photographs of individual pupils will not be published without parental consent.
- Personal pupil information including surnames, home address and contact details will not be used; only first names of pupils will be used.
- The point of contact on the website and Twitter account will be the school address, telephone number and e-mail address.
- Staff will be identified by their title and surname unless they request otherwise.

### **Sanctions**

Misuse of digital technology or school accounts will be addressed using this policy and the school's Code of Behaviour and/or Anti-Bullying policy, as applicable. The school also reserves the right to report any illegal activities to the appropriate authorities

### **Legislation**

Legislation relevant to this policy includes:

- General Data Protection Regulation (2018)
- Child Trafficking and Pornography Act (1998)
- Interception Act (1993)
- Video Recordings Act (1989)

### **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. Teachers will give instruction on appropriate use of the internet and how to use it safely. We use the services of the PDST and [www.webwise.ie](http://www.webwise.ie).

**Communication of Policy**

A copy of the Internet Acceptable Use Policy is available on the school website. All staff and any other adults involved in supervising children accessing the internet will be provided with the Internet Acceptable Use Policy through the school's shared drive.

**Policy review**

This policy will be reviewed in the 2025/2026 school year, or sooner if deemed necessary.

**Ratification and Implementation**

The review of this policy was ratified by the Board of Management in November 2021 and will be implemented from December 2021.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal