



# Acceptable Use Policy 2021

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

This policy refers to internet use, smart devices and any other technologies accessible in Scoil Chroí Íosa.

This AUP should be read carefully to ensure that the conditions of use are accepted and understood. You must sign the relevant section of our permissions form to show you have read, understood and accepted the terms and conditions of this policy.

## **School Strategy:**

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

### **General**

- Internet sessions 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 will regularly monitor students' Internet usage.
- Students, teachers and SNAs will be provided with training in the area of Internet safety.

- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- In the interests of child protection Scoil Chroí Íosa will avoid publishing any name of individuals (neither first nor last) in video or photograph captions published online

### **World Wide Web:**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information.
- Personal web pages, blogs or social networking sites may not be accessed while in school.
- Students will not disclose or publicise personal or confidential information, for example, classmates 'home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- 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 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.

- YouTube will only be used for educational purposes and may not be used unsupervised. Any student accessing YouTube unsupervised is in direct breach of this policy.
- Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to any objectionable or inappropriate materials.

## **Email**

- Students will use approved class email accounts under supervision of or with permission from a teacher, e.g. <someone>@[scoil.scins.ie](mailto:scoil.scins.ie)
- Web based email accounts such as gmail or hotmail etc are not permitted for pupil use.
- If deemed necessary parents may send a child's work via e-mail however the email account must be in the name of the parent and NOT the child.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will refrain from sending on chain letters or forward messages without the permission of the sender.
- 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.

## **Communications**

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education.

Communication Technologies	Allowed	Allowed at certain times	Allowed with staff permission	Not Allowed
Mobile phones may be brought to school				✓
Use of mobile phones in lessons				✓
Use of mobile phones in social time				✓
Taking photos on mobile phones				✓
Taking photos on school i-pads or other camera devices			✓	
Use of personal email addresses in school, or on school network				✓
Use of school email for personal				✓

emails				
Use of chat rooms / facilities			✓	
Use of instant messaging				✓
Use of social networking sites			✓	
Use of blogs			✓	

## Social Media

- Use of any social media by a pupil on any device is strictly prohibited without prior consent of a teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may not be used unsupervised.
- Usernames should be used to avoid disclosure of identity.
- Face-to-face meetings with someone organized via Internet chat are forbidden.

## **School Website**

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with the approval process regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will be omitted from school web pages.
- In the interests of child protection, Scoil Chroí Íosa will avoid publishing any name of individuals (neither first nor last) in video or photograph captions.
- The school will ensure that the images files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own copyright on any work published.
- Teachers have full editorial rights over the school website. Students will not have access to relevant passwords

## **Personal Devices**

- Students are not permitted to bring personal devices to school without permission from the Board of Management. This includes any device capable of recording images, audio or videos. Current examples being mobile phones, smart watches, handheld consoles and tablets.
- Parents and guardians may request in writing if they deem it necessary for their child to have a personal device in school. The Board of Management will consider each case individually. Should the Board consider it necessary for a child to have a personal device in their possession coming to school then this device must always be switched off. Furthermore, the device must be handed to the class teacher for safe-keeping until school finishes at 2.30 p.m.

Students who bring technology to school without having sought prior permission from B.O.M. and engage in prohibited activities such as but not limited to leaving a mobile phone turned on or using it in class, recording audio, sending text messages, or the unauthorized taking of images using any form of technology, still or moving is

in direct breach of the school's acceptable use policy. Should this breach occur the device will be stored by the class teacher for safekeeping until hometime. The parents will be informed that a breach of our AUP has occurred.

**If the student breaches this section of our AUP a second time, the parents of the student will be contacted and requested to come to the school to collect the device.**

### **Staff and Personal Devices**

- School devices for taking photos/videos are available in both buildings for staff to use to record events.
- Staff may use personal devices to take photographs and videos for educational purposes such as but not limited to uploading to the school website or sharing with school and local social media.
- Staff must never share photographs or videos for any other purpose without express permission from school management.
- Staff should endeavour to remove school photographs or videos from personal devices in a timely manner by saving them to school storage such as the school website or drive storage for historical purposes.

### **Watches:**

The wearing of smart watches in school is prohibited. The wearing of fitbit type devices that DO NOT have audio and video recording capabilities is permitted.

### **Twitter and Instagram**

- The school has full editorial rights over our Twitter and Instagram accounts. Students will not have access to relevant passwords.
- The school will choose and modify all Twitter followers/followees and all are for educational purposes.
- Retweets/reposts are not necessarily the views of Scoil Chroí Íosa, but are discussed and distributed for educational and conversational purposes.

- The school may follow local clubs and organisations or other appropriate accounts for educational and conversational purposes.
- As it is not possible to disable 'comments' on Twitter, we will only reply to tweets directed to the school if it is deemed appropriate.
- Scoil Chroí Íosa has disabled the 'comments' section on our Instagram account.
- The staff and teachers of Scoil Chroí Íosa commit to not using the online platforms or school accounts for the expression of personal views.
- We request that parents only make positive comments on social media platforms.
- Any negative comments will be removed and may result in the follower being blocked if deemed necessary.

### **Scoil Chroí Íosa Owned Mobile Devices**

Scoil Chroí Íosa may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same acceptable use policies, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored. This in line with and in addition to our Assistive Technology Policy.

### **i Pads (and Tablets):**

- Teachers will be in charge of downloading appropriate apps and no child should attempt to do so. App stores should be password protected.
- Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recording are to be taken unless specified and monitored by a teacher. Breaching this rule is a serious disciplinary offence which will be addressed by the class teacher in keeping with the sanctions section of this policy and the Code of Behaviour.
- Students are responsible for the safety and protection of the iPad while using it and must ensure that it is kept away from liquids or likely damage.



- iPads are only to be used for educational use and in adherence with this acceptable use policy and as directed by the teacher and/or SNA.
- Only the apps specified by the teacher or SNA are to be open during class periods.
- Students should close all apps at the end of each class.
- Students may not use the iPad to communicate with each other during the class unless requested to do so by the teacher.
- Audio output from your iPad is only permissible when requested by the teacher or SNA.

### **Direct Communication Using Internet**

The school may make use of a number of digital learning platforms for classroom and pupil communication. Examples include Google Classroom and SeeSaw. Parental permission is sought in advance of setting up these platforms. The staff member invites pupils and their families to these platforms using a code provided to the parents.

Parents/guardians must also agree to monitor their child's participation in any communication conducted on these platforms. It is the responsibility of the parent/ guardians to insure that all communication from the pupil is appropriate.

In the event of a long term school closure Scoil Chroí Íosa may engage in synchronous video opportunities whereby a staff member speaks directly to the students live, for example, through a webinar or online meeting. This is subject to the school's Guidelines for Distance Learning and Department of Education Circular 74/20.

## **Parents/Guardians, Visitors and Others**

Should visitors require access to the school Wi-Fi, they must first seek permission from a member of staff. Visitors must ensure that all content that they access on the internet while in our school is appropriate and in line with the ethos of our school.

Adults are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member/s. Visitors must also be vigilant in terms of child protection with regards to recording children in the school. Visitors must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

Newspapers and media organisations are permitted to take photographs, audio and video of children for their respective organisations. However, if there are children opted out from appearing in the media (see permissions forms) they cannot be recorded or their image must be made unidentifiable.

## **Legislation**

The school can provide information on the following legislation relating to use of the Internet which teachers, SNAs, students and parents should familiarize themselves with:

- General Data Protection Regulation EU 2016/679
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

## **Support Structures**

The school will inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access to privileges and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

This is in line with and in addition to our Code of Behaviour.

## **Review**

The policy was reviewed in June 2020 and ratified by the Board of Management in February 2021.

### **Ratified by the Board of Management**

**Signed** \_\_\_\_\_ **Chairperson Board of Management**

**Date:** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Principal**

**Date:** \_\_\_\_\_

**This Policy will be reviewed in 2022**

Parents/ Guardians of pupils in Scoil Chroí Íosa will be given a copy of the below permission letter prior to using the Internet in our school.

School Name: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Student:

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: \_\_\_\_\_

Date:----- \_\_\_\_\_

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_