

## Acceptable Use Policy for Students and Parents/Guardians

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

It is envisaged that school and parents will revise the AUP regularly in line with developing technological issues. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version was reviewed by the Principal, Staff, Parents' Association, Board of Management, and will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT.

This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying.

### **School's Strategy:**

Technology is intended for educational purposes & the school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General:**

- Misuse of school resources may result in disciplinary action.
- Internet sessions will always be supervised by a teacher or SNA.
- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material, i.e. Department of Education Agency - National Centre for Technology in Education.
- Students should respect that the web filter is a safety precaution and any interference with it, will incur consequences, and the school will not be held accountable for any harm or damages that result from misuse of school technologies.
- The school will regularly monitor pupils' Internet usage.
- Students, Staff and Parents/Guardians 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.
- Use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will behave on-line as they are expected to in line with our Code of Behaviour, and will treat others with respect at all times, and will not undertake any actions that may bring the school or themselves into disrepute or danger.
- The staff and teachers of Star of the Sea National School commit to not using online platforms or school accounts for the expression of personal views, and we request that children and parents adopt a similar policy when commenting online through comments on social media.
- Resources must be treated with respect and returned to correct place after use.

## **Student Rules for care of school ICT Equipment**

- I will use child friendly search engines when using the computers to search for websites, unless my teacher has already approved that site.
- When logging into school ICT equipment, I will use login details given to me by my teacher.
- I will only use activities that a teacher has told or allowed me to use.
- I will take care of any ICT equipment I use in school and will not damage any equipment deliberately in my care.
- I will tell an adult if I see anything is broken.
- I will not try to download programmes or apps.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

## **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.
- Students will report accidental accessing of inappropriate materials to teacher/staff immediately.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments without acknowledging the source (leading to plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading 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.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher or SNA.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **School Website and social Media:**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of student work will be coordinated by a teacher
- Teachers have full editorial rights over the school website, social media etc. Students will not have access to relevant passwords.

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, notice boards or web blogs will be checked frequently to ensure that they do not contain personal details.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted.
- **The school website and social media will avoid publishing names of individuals in a photograph. Should their full name be used at any stage, permission will be sought from parents/guardians.**
- Pupils will continue to own the copyright on any work published.
- During school closures we will use our Facebook page and website for more general announcements

### Mobile Phones and Cameras

- Children may have their photographs taken to provide evidence of their achievements for developmental records and also in relation to various school events and activities.
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children under any circumstances. The school camera, phone or class tablet is to be used for the purpose of photographing children partaking in school activities, projects etc.
- In the event of a child bringing a phone/device to school, a letter of permission from parent/guardian must also be received. The device must be turned off, secured by the teacher and returned at the end of the day.
- During school closures, staff should not phone children. If a parent requests a phone call via email, it should be arranged by appointment, as if we were in school. Phone calls will only be conducted in a conference call setting with two staff members present on the call.

### Procedures

- Under the Data Protection Act 2018, the school seeks parental consent to take photographs and use video recorders.
- The school's digital cameras and memory cards must not leave school unless on an official school trip. Photographs are uploaded or printed by staff and once done; images are then immediately removed from the camera's memory.
- Photographs may be taken in any learning environment.

Photographs may be:-

- Displayed within school
- If appropriate shared with parents
- Used for records of achievement.

All school staff may use school equipment. On certain occasions, the school may commission filming of a school event (e.g. communions and confirmations) or the taking of photographs of school related events.

- Parents will be provided with photographs of some school events.
- Mobile phones and cameras in school:-
  - **Cameras and mobile phones are prohibited in all toilet and changing areas.**
  - Children are not permitted to bring personal phones / cameras into school or on any school related activities (Exceptions may be made with written permission).

## **Cyber-bullying**

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. The consequences of such bullying will not be tolerated in Star of the Sea National School.

On-line activity outside school hours is the responsibility of Parents/ Guardians. The school is not in a position to investigate on-line activity and advises Parents/ Guardians to report cyberbullying to An Garda Síochána who have the resources to investigate alleged cyberbullying activity.

## **Riverchapel N.S Facebook page (Updated September 2018)**

***The purpose of having of a school Facebook page is to provide:***

- Information for parents regarding specific events & activities
- Information to a wider audience regarding positive advertisement of school, promotion of school & enrolment dates etc.
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook
- Display of children's work and achievements

***Those using our social networking site must abide by the following:***

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive - inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.
- **The sanction for breaking these rules is automatic removal from our Facebook page and reporting to relevant authorities if necessary**

## **Email**

- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.
- Parents and staff should only communicate through the official school email and Aladdin or Class Seesaw.
- During school closures, teachers will communicate with students through their parents' email or notices sent via Aladdin. The same child safeguarding procedures that apply for face to face contact with children should apply with online communication.

- Class work will be sent via Seesaw /Aladdin the event of school closures.
- Zoom communication or any video conferencing with home will not be used for a number of reasons including GDPR and safeguarding of both children and staff.
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
- Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.

### **Distance Learning in Riverchapel NS**

We recognise that online collaboration is essential for distance learning . Riverchapel NS may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

### **Guidelines for good online communication in Riverchapel NS:**

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via staff email Aladdin or through an established app (eg. Seesaw)
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Aladdin, staff email)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For security reasons, passwords will be provided to families, where applicable.
8. Riverchapel NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
9. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

### **Guidelines for staff members using online communication methods:**

1. Staff members will communicate with pupils and families during the hours of 9.00am - 2.40pm, Monday-Friday where possible. This excludes school holidays.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with apps before using them with pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.

## **Rules for pupils using online communication methods:**

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

## **Guidelines for parents and guardians:**

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.
4. All communication should be between 9am and 2.40 pm as correspondence outside these times will not be dealt with until the following day.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

## **Seesaw (Updated September 2020)**

- In the case of Seesaw, parents/guardians will consent to seesaw and will then be provided with a code from their class teacher
- Parents and will be expected to monitor the child's access to and use of the platform.
- In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
- Parents/Guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.
- Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
- Parents/Guardians, children and staff 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.

## **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:

- The General Data Protection Regulation (GDPR) ([Regulation \(EU\) 2016/679](#))
- [Data Protection Act 2018](#), 2003, 1998
- Child trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998

### **Support Structures**

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. This information will be available at Internet Safety talks and lessons throughout the year.

### **Sanctions**

- Misuse of the Internet will result in disciplinary action, including
- written warnings,
- withdrawal of access privileges and,
- in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- This policy has been reviewed regularly since 2009 and this current policy was reviewed in 2020

Ratified by: Board of Management Diarmuid Swords (Chairperson) Date:29/09/2020

**Acceptable Use Policy Permission Form Junior Infants - 6th class Riverchapel NS**

Please read the school Acceptable Use Policy, sign and return this permission form to the school.

Acceptable Use Policy

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

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Technology 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 pupils access unsuitable websites. In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Technology Use Policy relating to publishing children's work on the school website. I accept the above paragraphs

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_