



Acceptable Usage Policy Scoil Naomh Seosamh

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This version of the AUP was created in May 2021 by the school Digital Learning Team

School's Strategy

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

- Internet sessions will always be supervised by a teacher.
- The school uses the internet provided and filtered by the 'School Broadband Programme (PDST Technology in Education)
- The school will regularly monitor pupils' Internet usage.
- Students and teachers 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.
- Laptops and iPads used by pupils in school must remain in school and cannot be taken home unless permission is received from a teacher.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Isolated or one-off incidents of intentional negative behaviour, including once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with as appropriate, in accordance with the school's code of behaviour.
- However in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where the message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- If permission is received, newspapers may take photographs of pupils in groups.

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 may not use social media accounts or record images, audio or video of other pupils or staff.



- 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.
- 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.

Email/Internet Chat

- Students will use approved class gmail accounts under supervision by or permission from a teacher.
- 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 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.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Twitter, YouTube, Scribd and Google+.

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes 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 pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.



- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named - will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Internet

The Internet has become a two-way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, Wordpress, Google Classroom, Twitter and other social media may be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Scoil Naomh Seosamh, Laragh form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

Social Media

The safety of our pupils on the web is of utmost importance so we would ask parents to be aware of the following:

- Many social media sites have minimum age requirements; it is not advisable for pupils to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
- Social media sites may be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- 'Tagging' photographs or any other content on a social media app, which would identify any children or staff in the school requires the permissions of that pupil's parents or the individual in question.
- Please ensure that online messages and comments to the school are respectful.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue, please refer to the complaints procedure.

Twitter

The school may use Twitter to provide:

- Communication with parents regarding specific events and activities
- Communication with new and prospective parents
- Communication with wider audience regarding positive advertisement of school
- Communication of school related news
- Continued advancement of our school communication system with information shared via paper, notes, email, text, website and twitter
- Requests to follow twitter are monitored at the discretion of the teacher
- The school will endeavour to use digital photographs, audio or video clips focussing on group activities

Those using our Twitter account must abide by the following:

- Users cannot advertise products or services on our school twitter account
- Users will not post anything on the page that could be deemed offensive- inappropriate or harmful comments/content will be removed immediately



- Users cannot add comments that could identify children

Personal Devices

Pupils are not allowed to bring mobile phones or electronic devices to school except for the purposes of medical monitoring.

Pupils are not allowed to use mobile phones or electronic devices during school hours except for the use of medical monitoring.

Pupils who need to contact home during school hours may do so using the school phone.

Pupils found in contravention will have their phone confiscated and their parent guardian will have to collect it on their behalf.

Pupils using their own technology in school, such as leaving a mobile turned on or using it in class, sending nuisance text messages or the unauthorised taking an image with a mobile phone camera, still or moving are in direct breach of the school's Acceptable Usage Policy.

School iPads

- Photographs – camera and audio functions may only be used under the direction of the teacher
- iPads must be handled with care at all times – protective cases are to be used.
- Loss/damage to iPad must be reported to the teacher as soon as possible
- iPads will be monitored on a regular basis
- Access to inappropriate material is prohibited
- Apps can only be downloaded/installed by a teacher or Special Needs Assistant

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live – e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online:

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to remove any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. All contributions to chat should be relevant to the lesson. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.
- Filters and digital backgrounds should not be used during synchronous lessons.



Filtering

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. The school uses the internet provided and filtered by the 'School Broadband Programme' (PDST Technology in Education). It is widely accepted that while essential, no filter is 100% effective. Adult vigilance and responsible use by pupils are also vital. The school believes that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed any possible disadvantage.

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 1988
- Children First 2018

Support Structures

Teachers will give instruction to pupils on appropriate use of the internet and how to use it safely. We use the services of the NCTE and www.webwise.ie and advise parents to read the information on internet safety on this website.

The school also provides occasional talks from professionals (Gardaí/Internet Safety companies) on internet safety for pupils and for parents.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion in accordance with the school's Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was ratified by the Board of Management on 26th of May 2021

Chairperson



Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil: _____

Class/Year: _____

Pupil

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.

Pupil's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 pupils 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 schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐

(Please tick as appropriate)

Signature: _____ **Date:** _____