Acceptable Use Policy

Introduction

This policy updates the previous school AUP policies and it was drafted by staff, in consultation parents and BOM. The provision of digital technology (formerly known as ICT) resources, and access to the Internet, supports teaching and learning in St. Mary's N.S. with rights and responsibilities for all users.

The aim of this policy is to give guidance and direction for the acceptable use of digital technologies for teaching and learning and communication as appropriate for all members of the school community who have access to, and who are users, of digital technology in St. Mary's N.S.

It is envisaged that the staff, parents and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

General Broadband Internet access is available to all the pupils in St. Mary's N.S. The school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes and for researching project materials.

Pupils have ready access to thousands of libraries and databases on every subject written. Electronic information research skills are now fundamental to preparation for living and working in the Information Age.

- The school will integrate such information as appropriate within the curriculum and the teachers will provide guidance and instruction to pupils in the appropriate use of such resources.
- 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.
- Pupils and staff will be provided with information about 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, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Teachers, Special Needs Assistants and all other adults within the school community are expected to abide by the terms of this Acceptable Use Policy (AUP)
- Pupils will be made aware that Internet access is a privilege, not a right. If the guidelines for use are broken, access will be denied for a specific time.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils 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.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school 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 pupils' 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.
- Personal pupil information will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.

Personal Devices

• Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

iPad Social Media and Messaging Apps

• Social media and messaging apps are not allowed on the iPad. (Eg Facebook, Instagram, Whatsapp, Viber etc. etc.) Cameras

• The pupil agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in anyway.

• Use of the camera and microphone are strictly prohibited unless permission is granted by a teacher.

• Jail breaking is a process which removes any limitations placed on the iPad by the school. Jail breaking results in a less secure device and is strictly prohibited

Teaching Laptops

Purpose of teaching laptop

- Teaching laptops are primarily to accompany the in-class interactive projector systems
- iPads are primarily for use to support children's learning and should only be used with teachers/SNAs
- Teaching laptops and iPads should be used to organise and prepare for whole-school and in-class planning.
- They may also be used to gather and share resources for use in the classroom
- Pertaining to data protection, confidential information should not be stored on the teaching laptop
- Printing from the teaching laptops and iPads is permitted.
- When printing using the school printer, users should be mindful of the volume of printing.
- There is restricted access to colour printing/photocopying.
- Specified codes are assigned to all teachers to log all printing

Physical storage and use of teaching laptops

- Persons who are assigned teaching laptops are responsible for ensuring its protection, including the securing of same overnight and during school holidays
- If transporting a teaching laptop, it should be stored in the boot of the vehicle, out of sight of any third party
- To reduce the risk of damage to laptops they should be operated from a stable surface and should only be moved about when absolutely necessary
- Insofar as is possible, teaching laptops should be switched off when being moved to reduce the risk of damage to the hard disc.
- Teaching laptops should be shut down completely when a user is finished.

Upkeep of teaching laptops

- It is the responsibility of all teachers who are assigned a teaching laptop to ensure anti-virus software is up-to-date.
- Users should not interfere with device management or security system software, including, but not limited to, antivirus
- All teaching laptops should be password-protected. All passwords to be made available to the school office.
- The teaching laptops should not be used for personal use. However, if absolutely necessary, teachers may use their laptops to access secure, safe and trusted information.
- The downloading of personal programs is strictly prohibited on teaching laptops
- No personal or sensitive information relating to the teacher or other third parties should be stored on these laptops
- Teaching laptops should not be used by third parties e.g. family members, friends
- Teachers are asked to check their email account and Aladdin account each day

Special Educational Teaching

- The school recognises the potential of ICT to enhance the learning opportunities for pupils with special needs
- Teaching laptops are provided in the Special Education rooms.
- Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops, specialised keyboards and other relevant assistive technologies are provided where appropriate.
- The laptop (or any other approved assistive technology/equipment) remains the property of St. Mary's National School.
- The laptop (or any other approved assistive technology/equipment) will be used solely by the designated pupil.
- It is not to be left unattended in a classroom or other place in the school.
- It is not to be interfered with, tampered with or altered by a third party.
- The following is deemed by the school as being completely unacceptable.
  Engaging in cyber bullying or downloading or loading software or applications that are not approved by the school
- The equipment will be used solely to assist with typing skills, completion of homework assignments and other school related activities.
- Only school approved software packages/applications may be used.
- The pupil and parent must take reasonable care to avoid damage or loss.
- Use of the equipment including all internet usage, will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
- The school will make regular checks to update the equipment and to check for inappropriate use.
- The equipment will be kept in good working order.
- The equipment will not be sold, assigned, transferred or otherwise disposed of.
- Any markings, tags or plates or engravings will not be removed, concealed or altered.
- The equipment must not be marked in any way that might reduce its value.
- If the equipment is lost, stolen or damaged the parent will advise the Principal as soon as possible orally and in writing including all relevant details,

Remote Learning

• In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, Aladdin or other platforms approved by the Principal as platforms to assist with remote teaching where necessary.

• The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.

• Parents/Guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.

• Parents/Guardians must agree to ensure their child's behaviour adheres to the St. Mary's NS Anti-Bullying Policy, Positive Behaviour Plan, Code of Behaviour, Acceptable Use of Technology, Communications Policy and other relevant policies.

 • Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.

 • 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.

• Emails /communications 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 a communication 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.

 ● Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.

● Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the Acceptable Technology Use Policy social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request to be deleted.

Remote Learning

Guidelines for good online communication in St. Mary's N.S.:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via Aladdin.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. St. Mary's NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. 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.
11. Text messages are not to be used as a means of communication between staff and parents.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 8.30am - 4pm, where possible. Homework may be corrected at the teacher's discretion.
3. Staff will set work daily and correct work in a timely manner. A comment on same is required 2/3 times a week.
4. Staff will make contact with their pupils on zoom, either live or pre-recorded lessons 2/3 times a week and a minimum of one live zoom call. Teachers should invite SNAs/SETs to support live zoom calls.
5. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
6. Staff members will seek to become familiar with apps before using them with pupils.
7. Staff will check that consent has been given, before setting up a pupil profile for an online app.
8. Staff members will report any concerns regarding online behaviour or interactions to school management.
9. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
10. Staff members will notify parents/guardians of the date, time and password for a video call via email or on Aladdin.
11. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Remote Learning

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.

For video calls/Zoom:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

For learning

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.

For video calls/Zoom

- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call

Legislation Management, staff, and parents should familiarise themselves with following legislation relating to use of the Internet:

- Data Protection Act 2018 http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html
- Data Protection (Amendment) Act 2003 http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html
- Child Trafficking and Pornography Act 1998 http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html
- Interception Act 1993 http://www.irishstatutebook.ie/1993/en/act/pub/0010/index.html
- Video Recordings Act 1989 http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html
- The Data Protection Act 1988 http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html

Support Structures

The following are some useful websites. Please note that these links are intended as assistance and St. Mary's NS does not accept responsibility or endorse any of the websites listed nor the information that is contained within them.

- NCTE - http://www.ncte.ie/InternetSafety
- Webwise - http://www.webwise.ie
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/
- Think Before You Click www.thinkb4uclick.ie
- Safety, Facts, Awareness and Tools - http://www.saftonline.org

Pupil Agreement

My name is _____.

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.

- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.

- I will use the Internet and digital media for educational purposes only.

- I will always use a safe search engine such as image bank on www.scoilnet.ie to look up images.

- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.

- I will never download images or words that have nothing to do with my school work.

- I am fully aware that everything I do on a school computer/laptop is monitored by the school.

- I will never access my personal email account in school.

- I will never access chat rooms in school.

In and Out of school

- If I bring a mobile phone to school it will be switched off and in my bag until I leave the school premises.

- I will never send text messages, emails and comments that are harmful and hurtful to another person.

- I will never give out my name, address, phone number to anyone online.

- I will not share personal information about another person online.

- I will always use my Username and not my real name on websites so that I can protect my identity.

- I will never arrange to meet in person anyone I meet online.

- I will not use my phone/I pad to take photos of people without their permission.

- I will not upload any photos without getting permission.

- My password is my own and I will not share it – even with my best friend.

Signature: _____.

Student Pledge for iPad Use

1. I will take good care of the iPad.

 2. I will never leave the iPad unattended.

3. I will keep food and drinks away from the iPad since they may cause damage to the device.

4. I will not disassemble any part of the iPad or attempt any repairs.

5. I will use the iPad in ways that are appropriate.

6. I understand that the iPad is subject to inspection at any time without notice.

7. I will only use the camera or the microphone when my teacher tells me to.

8. I will only use the iPad as instructed by the teacher and use the right app at the right time.

9. I will never use the iPad to cause offence or damage or upset.

10. I will never share any images or movies of people in a public space on the Internet.

I agree to abide by the statements of this iPad acceptable use policy

Signed_____ Date_____