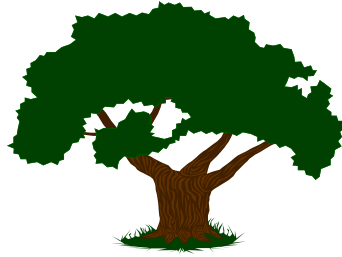


Scoil Mhuire



Foirfeacht agus tuisceint

Scoil Naisiúnta Mhuire,
Stratford-on-Slaney,
Baltinglass
Co. Wicklow
W91DX22

Tel: (059) 6481279

www.snmstratford.ie

Email: stratfordns@gmail.com

Acceptable Use Policy (AUP)

Contents

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1. Aims

The aim of this Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered a privilege and an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

When using the internet in Scoil Náisiúnta Mhuire, pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

2. Legislation

This policy has been developed in line with relevant legislation which includes:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

3. Acceptable Use & Unacceptable Use

This Acceptable Use Policy applies to students who have access to and are users of the Internet in Scoil Náisiúnta Mhuire. Stratford. It also applies to members of staff, volunteers, parents, and others who access the Internet and technology in Scoil Mhuire.

Students should revise rules for careful use of technology equipment – Laptops and iPads, at the start of each new school year. For example, these rules may include the following actions:

Scoil Náisiúnta Mhuire Technology: Rules for Use

Keep food and drink off your desk.

Plug in your device properly after use so it charges.

Remember that Laptops & iPads are for educational purposes only.

Note: If you have difficulty following these rules, you may lose the privilege of using the device

At Scoil Náisiúnta Mhuire, a planned Internet Safety programme is provided as part of the Social Personal and Health Education (SPHE) Curriculum. The school uses the online safety and digital wellbeing resources and advice available from webwise.ie, the online safety initiative of the Department of Education. Continuing Professional Development (CPD) opportunities for teachers concerning Internet/technology safety are prioritised at Scoil Náisiúnta Mhuire, also.

The school's *Code of Behaviour Policy*, outlines behaviour expectations for all students at all times, including when students use the Internet and technology at Scoil Mhuire. In addition to sanctions for misbehaviour outlined in the Code, misuse of the Internet or the school's technology may result in disciplinary action including verbal or written warnings, withdrawal of access privileges, and in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

Staff and students are supported to understand that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and repeated over time. This definition includes cyber-bullying. Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will 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 that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour, i.e., cyberbullying.

4. Content Filtering

Scoil Mhuire has Level 3 content filtering on the Schools Broadband Network. This level allows access to millions of websites including games but blocks YouTube and access to websites within the *personal websites'* category and websites such as Facebook, belonging to the *social networking* category. Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action as outlined in the previous section.

5. Web Browsing & Downloading

Students and staff are supported to understand that use of Internet and technology at Scoil Mhuire including distributing or receiving information (school-related or personal) may be monitored for unusual activity, security and/or network management reasons.

Students may use the school's Internet for educational activities only.

Scoil Mhuire students are *not permitted* to intentionally:

- engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other Internet users.
- visit Internet
- download content (image/video) not relevant to their learning.
- view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- use file-sharing and/or torrent sites.
- copy information from the Internet without acknowledging the creator and referencing the source of the content.

6. Email & Messaging

- The use of Personal email accounts is not permitted at Scoil Naisiunta Mhuire.
- Students will not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students and staff should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

7. Social Media (Messaging, Blogging & Streaming)

At Scoil Mhuire, use of video streaming sites such as YouTube are permitted for teaching staff only, not for students. Use of instant messaging services and apps (e.g., Snapchat, What's Apps, G Chat and similar) are not permitted.

At Scoil Mhuire, staff, students, Parents/Guardians may not:

- use social media and the Internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Scoil Mhuire community.
- discuss personal information about students, staff and other members of the Scoil Mhuire community on social media.

- use school email addresses for setting up personal social media accounts or to communicate through such media.
- engage in activities involving social media which might bring Scoil Mhuire into disrepute.
- represent your personal views as those of Scoil Mhuire on any social medium.

8. Audio, Images & Videos

- Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Scoil Mhuire students must not record audio, take, use, share, publish or distribute images of others without their permission.
- Taking audio, photos or videos on school grounds or when participating in school activities is not allowed by students under any circumstances.
- Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before video, audio or photographs of students are published on the school website and on Aladdin
- Students must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images/video and in particular explicit images/video of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other students automatically incurs suspension as a sanction.

9. School Website

- In line with parents' permission preferences, Scoil Mhuire includes photos and videos of students on our website: www.snmstratford.ie.
- The school's website is regularly checked to avoid publishing content that could compromise the safety, privacy, or reputation of students or staff.
- Personal pupil information including home address and contact details will not be on school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
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10. Artificial Intelligence

- Scoil Mhuire recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- The selection of AI tools and technologies in Scoil Mhuire aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.
- Scoil Mhuire integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- All AI tools authorised for use in Scoil Mhuire comply with data protection regulations (GDPR). Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Scoil Mhuire community
- Staff and learners must not engage in activities involving AI generated material which might bring Scoil Mhuire into disrepute.

- Scoil Mhuire promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- AI systems used in Scoil Mhuire ensure fairness, transparency, and accountability in decision-making processes.
- Learners must attribute AI text and images properly when used in assignments/homework.
- Teachers will attribute AI text and images when used.
- AI Generated material is allowed for the purpose of research, brainstorming, revising text by teachers for lesson planning purposes.
- AI Generated material may be allowed for certain activities with prior school permission. If used for research learners must factcheck, check other sources and reference sources.

11. Personal Devices

At Scoil Mhuire, in line with our Child Protection Policy, students are not permitted to bring personal devices to school. This school rule extends to phones/smart phones, smart watches, and any device which can be used for communication and/or to share images/videos and any device that can connect to a phone enabling smart features.

There is one exception to this rule:

Use of a personal device **for medical needs**, e.g., a smartphone to monitor insulin levels for a student with Type 1 Diabetes.

12. Policy Support, Implementation, Monitoring & Review

The school places great emphasis on the part that parents can play in supporting children to develop positive behaviours concerning Internet and technology use at home and to continue these into school. The school is committed to providing support for parents to manage their children's use of the Internet and technology at home, as appropriate. A range of supports including tools and resources are available for parents on the Webwise Parents Hub available at: webwise.ie/parents. On the Hub, parents will find guides to popular apps, talking points, advice videos, etc. Strategies to implement this policy include sharing the policy with parents in the first instance, supporting parents to understand key messages and inviting parents to agree to support the implementation of the policy through signing an AUP Agreement. The Policy has been prepared on the conditions that exist in the school at the time of writing. It may be altered, revised or updated at a future date to comply with any changes in conditions. This Policy will be reviewed annually.

Signed _____ -
(Chairperson Board of Management)

Date: _____

Signed: _____
(Principal)

Date: _____

13. Scoil Náisiúnta Mhuire, Stratford - Email and Internet Usage Agreement

Parent/Guardian,

As the parent or legal guardian, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy. As the parent or legal guardian, I have read the Acceptable Use Policy and 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.

Parent/Guardian Signature: _____ Date: _____

Permission – Parent & Child

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's Signature: _____

Parent/Guardian : _____

Date: _____