

## Acceptable Use Policy

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of St. Patrick's National School ("the School").

The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the school's devices, equipment and networks.

## School's Strategies

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet
- Online safety training will be provided to teachers and will be taught to all students and internet safety day will be celebrated annually
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices in school.
- Websites will be previewed/evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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.

## Internet Usage

- Students will be taught specific lessons on online safety by teachers.
- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes.
- Teachers will endeavour to vet all website in advance of use.
- Students will not upload, download or otherwise transmit material that is copyrighted on school Devices.
- Students will be made aware of appropriate ways to use information sourced online in order to discourage plagiarism
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Students will not access chat rooms, discussion forums, messaging or other electronic communication without the supervision and the express permission of their teacher
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

## Google Workspace

- If required to use Google Classroom and the Google Workspace apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- 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 be only permitted access to certain apps as required to complete activities e.g. Google docs, Google slides, Google classroom etc.
- Access or permission to send and receive emails will be restricted.

- Students will be permitted to share work with their class teacher
- Students will not ordinarily have permission to comment on each other's work however may be permitted to do so under teacher/parent supervision.
- All comments will require approval of the class teacher or parent/guardian.

## **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Zoom, SeeSaw or other platforms approved by the Principal as platforms (the "Online 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.
- In the case of Google Classroom, Google Meet or similar, parents/guardians must grant access for their child to have a school Gmail address such as [pupilname@calryns.ie](mailto:pupilname@calryns.ie)
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.
- Students will be only permitted access to certain apps as required to complete activities e.g. Google docs, Google slides, Google classroom etc.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address; parents/guardians can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

## **Internet Chat**

- Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.

## **School Website and affiliated Social Media sites**

- The school's website address is: [www.calryns.ie](http://www.calryns.ie)
- The School's Facebook account is stpatrickscalry1
- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school facebook/website as per the consent form. Teachers will coordinate the publication of this material.

- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities/groups of at least two pupils, where children will not be named, with an appropriate heading.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- Photos/Videos may be used for specific school related material or events e.g. Communion etc. These photos/videos and the photos/videos on our website should not be copied or posted to any social media or other website apart from those approved by the school and where consent has been granted by the parents/guardians.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any child or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Pupils will continue to own the copyright on any work published.
- The Principal and class teacher with responsibility for social media will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

## Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly in line with our Code of Behaviour.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school affiliated website and then immediately deleted from source.
- Where a student is assigned a personal device in order to access the curriculum fully or to facilitate the completion of school work, e.g. Assistive Technology Laptop, the device will remain the property of the school and a device loan agreement will be required between the school and the student's parent/guardian.

## Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
  - <https://www.gov.ie/en/publication/ebc33-general-data-protection-regulation-gdpr-may-2018/>
- Anti-Bullying Guidelines for Primary Schools 2013
  - <https://www.gov.ie/en/publication/cb6966-anti-bullying-procedures-for-primary-and-post-primary-schools/>
- Data Protection (Amendment) Act 2003
  - <https://www.gov.ie/en/organisation-information/5c605-data-protection/#legislation>
- Child Trafficking and Pornography Act 1998
  - <https://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Video Recording Act 1989
  - <https://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>
- The Data Protection Act 1988
  - <https://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>
- Interception Act 1963
  - <https://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/print>

## Support structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- From time to time, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

## Use of Information Communication Technology (“ICT”) Resources

St. Patrick's National School information and technology resources (e.g. email, computers, computer applications, networks, internet, intranet, phone and other wireless communications devices, telephone, voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate email or accessing inappropriate websites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school, is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

## Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.

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

Access to the Internet or school devices will be withdrawn from students who fail to maintain acceptable standards of use.

## Ratification

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

(Chairperson of BOM)

## Appendix 1

Dear Parent(s)/Guardian(s),

The staff and Board of Management of St. Patrick's National School have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy prior to completing the A.U.P Permission Slip and consent forms below. School files will be updated accordingly and these forms will be kept on file for the intended purpose and no longer than is necessary.

### Consent 1 - Acceptable Use Policy Permission Slip

Name of student/students: \_\_\_\_\_

Class/classes: \_\_\_\_\_

#### 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil 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 child/child in my care to access the Internet. I understand that internet access is intended for educational purposes. 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. 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/facebook page, I accept that, if the school considers it appropriate, my child's/children'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 including the use of photographs, video and audio files produced following the AUP guidelines.

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

## Appendix 2 - Consent 2 – Google Workspace Consent

Name of student/students: \_\_\_\_\_

Class/classes: \_\_\_\_\_

Parent/Guardian,

As the parent or legal guardian of the above student, I grant permission for my child/children to be assigned a Google Workspace username and password. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without granting this permission. Google Workspace usernames will take the following format: [John.Murray@calryns.ie](mailto:John.Murray@calryns.ie). Access to Google Workspace apps will be limited and students will not have the capacity to send and receive emails however they will be able to share work with their class teacher if required to do so.

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

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

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

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

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

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

### Appendix 3 - Google Applications for Education Consent Form

Google Applications for Education is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It’s simple to get student work in one place and share with families, and nothing is shared without teacher approval.

I give consent for the school to create an account on the Google Applications for Education platform for my child/children listed below.

Child name: \_\_\_\_\_ Class: \_\_\_\_\_

Child name: \_\_\_\_\_ Class: \_\_\_\_\_

Child name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

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

## Appendix 4 - Device Loan Agreement

### 1. This agreement is between:

1) St. Patrick's National School, Calry, Co. Sligo F91DP48 ("the school")

2) Name of parent/guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
("the parent" and "I")

And governs the use and care of devices assigned to the parent's/guardian's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil \_\_\_\_\_ ("the equipment") for the purpose of doing school work from home.
2. This agreement sets the conditions for taking a St. Patrick's National School laptop ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

### 2. Damage/loss

By signing this agreement, I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform the principal, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the Gardaí.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use;
- Don't leave the device in a car or on show at home;
- Don't eat or drink around the device;
- Don't lend the device to siblings or friends;
- Don't leave the equipment unsupervised in unsecured areas.

### 3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
- Use the device in class only as prescribed or requested by the class teacher.
- Only use the device in school under supervision and when the class teacher or another member of staff is present and when permission has been granted to do so

I accept that the school will sanction the pupil, in line with our Code of Behaviour, if the pupil engages in any of the above at any time.

#### **4. Personal use**

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person. I agree to supervise my child while using this device at home.

#### **5. Data protection**

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords with a combination of upper and lower-case letters, numbers;
- Make sure my child locks the equipment if it's left inactive for a period of time;
- Do not share the equipment among family or friends;
- Install the latest updates to operating systems, as prompted.

If I need help doing any of the above, I will contact my class teacher/school via email to [secretary@calryns.ie](mailto:secretary@calryns.ie)

#### **6. Return date**

I will return the device in its original condition to the school office within 7 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

#### **7. Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Pupil's Full Name: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

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