



## Gaelscoil Mhainistir na Corann (GSMNC)

Bán Sheáin, Mainistir na Corann, Co. Chorcaí

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Uimhir Rolla: 20107G

### Acceptable Use Policy

#### Réamhrá / *Introduction*

The aim of this Acceptable Use 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 the internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning.

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smartphones and other IT resources that connect to the school's network. This Policy applies to staff and students of Gaelscoil Mhainistir na Corann ("the School"). The School reserves the right to amend this policy from time to time entirely at its discretion.

#### Straitéisí / *Strategies*

Gaelscoil Mhainistir na Corann will employ a number of strategies along with policies to maximise learning opportunities and reduce risks associated with the Internet. These strategies and policies are listed below.

- Acceptable Use Policy
- Mobile phone, smartwatch and Fitbit Policy
- Behaviour Policy
- Anti-bullying Policy
- Digital Learning Strategy
- GDPR Checklist
- Wellbeing

## ***Acmhainní Teicneolaíochta / Technological resources***

Gaelscoil Mhainistir na Corann has the following technology in use.

- 70 Pupil iPads
- 42 Laptops for TTRS
- 50 Class laptops – 6<sup>th</sup> to 3<sup>rd</sup> Class
- 27 Teacher iPads
- 29 Teacher Laptops – Teachers, Vice Principal, Principal
- Desktop Computer – Office
- 23 Interactive Whiteboards
- 2 Photocopiers/printers

## ***Ardáin ar líne / Online Platforms***

The following platforms are used in Gaelscoil Mhainistir na Corann.

- Seesaw – Assessment & Parent/ teacher communication
- GSuite @gsmnc.ie – School emails and School Drive
- Aladdin Connect – E-Payments, Roll, whole school messages, teacher-to-teacher communication, permissions.
- TTRS – Spelling
- School Website - WWW.GSMNC.IE – Information, newsletter, calendar etc.
- Twitter @GaelscoilMnaC – Information and Pictures.
- Facebook Cairde - Information from the Parents Association via the School Website

## ***Úsáide Inghlactha – Múinteoirí / Acceptable Use – Teachers***

### ***Internet***

- All sessions where the internet is being used by pupils will be monitored by the teacher.
- The teacher will ensure all videos, websites and resources used in class are vetted by them beforehand.
- Lessons will be taught on internet safety and safe searching online as part of Internet Safety Week, the Stay Safe programme, Web Wise Programme and regularly throughout the year.
- School Staff will not click on suspicious links or links from unknown sources on school devices or while using school-related platforms such as email etc.
- Teachers will ensure that antivirus software on devices in their classroom is up to date and inform the Inschool Leadership Team (ISLT) postholder if action needs to be taken.
- School Staff will not attempt to access the school drive using their personal emails.
- The internet will be used for educational, planning or school communication only.
- School staff will sign and follow the school's GDPR checklist.

### **Class laptops & iPads (Students)**

- All sessions by pupils will be monitored by the teacher.
- The teacher will ensure the class use the iPads and class laptops safely and with care.
- The school digital plan will be followed with goals for each class level to achieve.
- Any damage or problems with devices will be brought to the ISLT post holder.
- The teacher will ensure that devices are not left charging overnight.
- The teacher will ensure that all iPads are returned securely to the charging cart before the end of their sessions.

### **Laptops & iPads (Staff)**

- Any damage or problems with devices will be brought to the ISLT post holder.
- The teacher will ensure that devices are not left charging overnight.
- Teachers will ensure that antivirus software on their devices is up to date and inform the postholder if action needs to be taken.
- Teachers will change their device's password every 6 months.
- Teachers will lock their devices when not in use.
- Teachers will run the programme 'CCleaner' on their laptops twice a year.
- School devices will be used for school purposes.

### **Communication**

- Seesaw and the school emails only are used for communication with parents.
- The office will use Aladdin Connect to send whole school messages.
- Teachers' personal numbers will not be shared with parents.
- Private numbers or the school phone will be used to make phone calls.
- Communication will not be made before 08:00 and after 16.30, Monday to Friday.
- The 'BCC' function will be used when an email has more than one recipient.

### **Pictures**

- The class teacher will ensure they are aware of the students in their class whose pictures are not allowed on Seesaw, the school website or the school's Twitter. They will ensure they do not send photos of these students to the teachers who are in charge of the website or Twitter and also not upload pictures to Seesaw.
- The school staff will not use personal devices without necessary reason and if so the picture will be deleted immediately.

The school's Behaviour policy will be used to deal with any breaches of the A.U.P

### **Internet**

- Students will not click on suspicious links or links from unknown sources.
- The internet will be used for educational purposes only.
- Students will not access the internet without permission from the teacher
- Students will not access any website without permission from the teacher.
- Students are not allowed to upload or download any material without permission.
- Students will show good 'Netiquette' while online.
- Inappropriate content will not be searched for or shared.

### **Technical devices - Class laptops, iPads, smartwatches and mobile phones (Students)**

- The students will ensure the class use the iPads and class laptops with care and safely.
- Any damage or problems with devices will be brought to the teacher's attention.
- Pictures or videos are not allowed to be taken without permission.
- Smartwatches are not permitted in school.
- For safety reasons students in 5<sup>th</sup> and 6<sup>th</sup> are allowed to bring mobile phones to school once parental permission has been received on Aladdin. Phones must remain switched off while on the school grounds and must be given to the class teacher in the morning. The necessity of mobile phones for younger students will be discussed on a case-by-case basis.

### **Acceptable Use – The School / School Leadership Team**

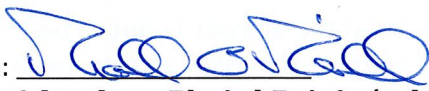
- The school / ISLT post holder will ensure that the technological resources of the school are organised, up to date and appropriate for the school setting.
- Every effort will be made to address problems or damage to devices in a timely manner.
- Anti-virus software will be updated yearly.
- It will be ensured that all staff are aware of and have filled out the school's AUP and GDPR checklist.
- When required training in technological courses, GDPR and online safety will be provided
- Activities for Internet Safety day will be organized.
- The school's Digital Learning plan will be updated regularly.
- A school-wide program will be implemented with aims for each class level.
- Teachers' and students' iPads and laptops will be collected at the end of the school year.

## **Comhaontú / Agreement**

Parents and children will be asked to confirm their agreement in writing to the terms of this Policy. Sample forms are appended to this Policy as follows:

- Appendix 1 – Sample letter to Parents
- Appendix 2 – Internet Permission Form
- Appendix 3 – Pupil Undertaking

The Acceptable Use Polasaí was adopted by the Board of Management on 31-05-2023 and will be reviewed when necessary.

Sínte:   
**Cathaoirleach an Bhoird Bainistíochta**

Síniú:   
**Príomhoide na Scoile**

Dáta: 01-06-2023

Dáta: 01-06-23

## **Appendix 1 - Sample Letter to Parents**

*Insert Date*

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

**This process is the responsibility of the school and the parent/guardian.**

For this reason, we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Is Mise le meas,

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**Appendix 2 - Internet Permission Form**

Name of Pupil(s): \_\_\_\_\_  
\_\_\_\_\_

**THIS PERMISSION FORM RELATES TO THE DURATION OF MY CHILD(REN)'S TIME AT GAELSCOIL MHAINISTIR NA CORANN**

As the parent or legal guardian of the above child(ren), I have read the Internet Acceptable Use Policy and grant permission for my child(ren) to access the Internet. I understand that school Internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

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

**School Website**

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

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

### Appendix 3 - Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

**Signed:** \_\_\_\_\_  
Pupil

**Signed:** \_\_\_\_\_  
Pupil

**Signed:** \_\_\_\_\_  
Pupil

**Signed:** \_\_\_\_\_  
Pupil

**Signed:** \_\_\_\_\_ Parent/Guardian