PRIMROSE HILL NATIONAL SCHOOL

ACCEPTABLE USE POLICY FOR ICT

Introduction

This policy updates the previous school Acceptable Use Policy (2008 and 2016).

The Internet is a valuable resource that supports the teaching and learning in Primrose Hill National School. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. The aim of this policy is to guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (i.e. pupils, staff, parents and approved visitors/ speakers etc..) who have access to, and who are users of ICT in Primrose Hill. It is envisaged that this policy will be reviewed on a regular basis in response to emerging technologies and issues arising.

Rationale

Primrose Hill National School recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff. This Acceptable Use Policy (AUP) outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/ speakers are expected to follow when using ICT technologies for curricular and any other school related activities.

Primrose Hill National School uses limited forms of ICT to support the implementation of the curriculum including (i) access to the internet, (ii)use of desktop computer/ laptop by teaching staff, (iii) digital imaging equipment and other imaging devices etc… The guidelines outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

Aims

When using ICT in Primrose Hill, all members of the school community are expected:
- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others with respect at all times.
- To respect the right to privacy of all members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

ICT and Legislation – the following legislation is relevant to Internet Safety
- Data Protection Act 1998
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Copyright and Related Rights Act 2000

<center>**PUPILS' ACCEPTABLE USE POLICY**</center>

Pupils' use of the Internet

Pupils are responsible for good behaviour on the Internet. Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service. However, no filtering service is completely fool proof and therefore pupils will be supervised during the use of the Internet. Primrose Hill N.S. does not permit pupils to BYOD (Bring Your Own Devices) or external drives/ USB storage devices to school unless authorised by the school for a specific project.

Staff will ensure to the maximum extent possible, that pupils know and understand that no Internet user is permitted to:
- Use the Internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Pupil's Use of Email and Digital Portfolio Platforms

Children in school must only use email for educational purposes and e-mails will be checked before being sent. Pupils will not be allowed to send personal emails from the school system without permission. In-coming email will be regarded as public and may be examined by any staff member. The use of chat rooms is strictly forbidden.

Pupils will have access to their Digital Portfolios (e.g. Class Dojo, Seesaw, G Suite for Education) and upload photographs/ images. Such images and photographs will have approval sought from the class teacher prior to images appearing on their portfolios.

Organisation and Management of Internet Use

Staff will select appropriate sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the Internet and are aware of the rules. Pupils will normally use child friendly search engines under the direction of a teacher. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Social Media

Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in-school online communication and outside of school online communication.

Pupils must not post or share personal information about pupils, staff and other members of Primrose Hill N.S. community on social media.

Pupils must not seek to "friend" any member of school staff using any social media facility.

The use of all instant messaging services or apps including Snapchat, Whatsapp, Instagram, etc. by pupils is strictly forbidden in school or on any school device.

Access to streaming sites such as YouTube is allowed for educational use only under the guidance and permission of teaching staff.

Pupils must not engage in activities involving social media or any form of communication technology, which might bring the school into disrepute.

Pupils must not represent their own personal views as being those of Primrose Hill N.S. on any social medium.

Mobile Phones and Electronic Devices

Pupils are not permitted to have mobile phones or electronic devices at school or on out-of-school trips or at after-school activities (Mobile Phone and Electronic Device Policy).

Recording of Images and Video

Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school.

Pupils must not take, use, share, publish or distribute images of any member of the Primrose Hill N.S. community except with the permission of the teacher and member of the school community.

School Website and Digital Portfolio Platforms

Permission is obtained from parents/ guardians on an annual basis to allow photographs of their children to be published on the school website and digital portfolio platforms, e.g. Class Dojo, Seesaw, G Suite for Education.

Pupils without permission may be asked by the teacher to step out of photographs/ videos that are intended for the school website. Such pupils and/or their school work may be photographed for internal school display and/or assessment record purposes only.

Pupils who do not have parental permission for their image to be uploaded onto the school website will be identified via the Aladdin School Management System.

Class Story and School Story are both utilised on Class Dojo as a record of group projects that are completed as well as events that are taking place in the classroom.

Remote/ Distance Learning

Under periods of exceptional school closures (prolonged snow closures, public health emergencies, etc…), the school will utilise a digital teaching platform in the form of Google Classroom. Parents are asked to sign a form for engagement with digital platforms at the beginning of each school year and all pupils should use their personalised school email addresses to access Google Classroom.

All pupils should log in to their particular teacher's classroom and engage with the activities that he/she has set for them. During real-time lessons on Google Classroom, pupils should engage in the following online etiquette:

- Cameras should be switched on so teacher and peers can see each other.
- Microphones should be muted unless the teacher has asked for them to be unmuted.
- Chat box should only be initiated if requested by the teacher or to notify the teacher that there is a problem in hearing/ seeing the lesson.
- Pupils should indicate a contribution to the lesson by raising their hand/ pen. The teacher may ask pupils to use the chat feature for questions that they may wish to ask.
- Real-time sessions will not be recorded by teachers or by pupils. Any person who breaches this guideline will be sanctioned in accordance with this policy under the section on "Sanctions for Misuse".
- Teacher will remove each pupil from the real-time lesson upon lesson completion.
- A parent or responsible adult should be present in the background at all times, particularly if the pupil is linked in for a one-to-one or small group session with Special Education Teachers.
- All pupils' behaviour during real-time lessons and on the Google Classroom stream is monitored in accordance with the school's Code of Behaviour and inappropriate behaviour will be dealt with under relevant section of the Code of Behaviour.

Cyberbullying

The school adheres to the *DES Procedures for Anti-Bullying for Primary and Post-Primary Schools* definition of bullying as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school. Additionally, the posting

of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Primrose Hill N.S. Anti-Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school-based learning or for personal use outside of school.
- Awareness of and the prevention of cyberbullying is an integral part the school's Anti-Bullying Policy.
- Engaging in online activities with the intention to harm, harass or embarrass another pupil of member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

GENERAL INFORMATION RELATING TO THE AUP POLICY

School Website
Primrose Hill National School hosts a website, which provides information to the school community on many aspects of school life including curricular and extra-curricular activities. It also provides information and access to school policies and procedures and as such is an important point of reference for parents, pupils, staff and management. The website provides a platform to highlight the educational activities and achievements of pupils and staff. The school website uses photographs to compliment written articles. The school website operates under the authority of the Board of Management and is managed by a member of school staff on behalf of the school.

Pupils' Work and the School Website
Pupils may have the opportunity to publish projects, artwork or schoolwork on the school website as deemed appropriate by the class teacher – this work will be uploaded by a designated member of staff. Pupils will continue to own the copyright on any work published on the school website.

Sanctions for the misuse of ICT and Internet by pupils
The misuse or unlawful use of the Internet or ICT equipment during school/ class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour, Anti-Bullying Policy and Mobile Phone/ Electronic Devices Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school-related privileges and, in extremely serious cases, suspension or expulsion.
The school reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities, i.e. Gardaí, TUSLA, Office of the Data Commissioner, etc…

ACCEPTABLE USE POLICY FOR PARENTS, GUARDIANS AND THE PARENTS' ASSOCIATION

Parents and guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the school community.
Parents, guardians or visitors to the school should not upload images or videos featuring pupils or staff of Primrose Hill N.S. to any social media platform. This includes images from school concerts, sports' day and any other school event.
Parents or guardians must not take, use, share, publish or distribute images of any member of Primrose Hill school community without their expressed permission.
Parents or guardians must not engage in activities involving social media or any form of communications technology that could bring the school into disrepute.
Parents or guardians must not represent their own personal views as those of Primrose Hill N.S. on any social medium.

Parents or guardians should ensure that pupils do not copy/ share homework assignments or school projects using instant messaging social networks or any other form of technological communication. Parents or guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE: Parents and guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and <u>should</u> monitor their child's online behaviour outside of school.
School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However, the school will co-operate as far as possible with parents and guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of the pupils and/or staff. Such matters will be dealt with in so far as deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

Parents' Association
The Parents' Association communicates with parents using a variety of methods including forms of social media and via the school office. The Parents' Association is currently in the process of establishing a designated Facebook page under the authority of Primrose Hill Board of Management. The purpose of the Parents' Association Facebook page is to communicate with and promote specific PA activities and events to the wider parent body.
All content posted by the PA must abide by copyright, child protection legislation, privacy and data protection law. The PA will not use the Facebook page to express personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.
The Board of Management reserves the right to monitor the online activity on the account with a designated liaison member of staff.

The Parents' Association Social Media and Mailing Lists will adhere to the following guidelines:
- The PA will not advertise products or services on the Primrose Hill Facebook page unless prior approval of the BOM has been sought.
- The PA will not post any comments or information that could be deemed as offensive, inappropriate, harmful or contrary to school ethos or policy.
- The PA must not post or tag images of pupils or staff members on the Facebook page.
- The PA must not accept pupils as users or links on the PA Facebook page.
- The PA Facebook page must not be used as a discussion forum about pupils, staff or school policies etc…

ACCEPTABLE USE POLICY FOR SCHOOL STAFF AND AUTHORIZED VISITORS/ OUTSIDE AGENCIES

Staffs' use of the Internet
Each member of teaching staff and school secretary is provided with a laptop which is the property of the school. Each member of staff is responsible for the care and safe storage of the laptop and other hardware used in their classroom/office. Staff using the school laptop should adhere to the Data Protection Policy. Staff is permitted to take laptops home and while in transit the laptop should be stored in the boot of the vehicle but should be removed when reaching home and stored in a secure location.

It is the responsibility of the person to whom the laptop is issued to maintain it in good condition. No person will in any way alter the filtering preferences.

Use of the Internet is permitted only as needed for teaching/work and should not be used for non-work-related undertakings. Any use of the Internet should adhere to the Data Protection Policy. The Board of Management reserve the right to monitor the use of Internet resources.

Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research, and for contact with others.

Each member of staff has access to internet as part of his/her work, protected by the use of a confidential password, which should be kept secure. When using the internet all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. All users are expected to communicate in a professional manner.

While the school remains cognisant of the need for an individual's privacy, it cannot guarantee that personal activities and items stored on school property will not be seen through routine reviews or incident investigations.

The school may also from time to time monitor the activities of anyone of the School's network including the review of emails in the case of a suspected breach of these policy guidelines.

A serious breach may be treated as a disciplinary matter

Staffs' use of Email

Staff members are provided with an individual school email address. All teaching staff members have access to a designated teachers' email account to which all Continuous Professional Development (CPD) information is sent.

Recording of Images and Video

Staff may have the need for the recording of images and video of pupils for school -related purposes on their personal mobile devices. Such images should be deleted from personal devices as soon as they have been uploaded to school laptops or school website. This should be completed at the earliest possible convenience for the staff member.

Social Media

Staff and authorized personnel must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community.

School staff and authorized personnel must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of the school community on any form of social media sites.

Staff and authorized personnel must not engage in activities involving social media or any form of communications technology which might bring the school into disrepute.

Staff and authorized personnel must not represent their own personal views as those being of Primrose Hill N.S. on any social medium.

All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis.

School authorized visitors and agencies will adhere to the school guidelines on the use of personal mobile phones and electronic devices during the school day.

Security

1. Staff must not share their password with any other person
2. Passwords should be changed every 2 months
3. Laptops should not be left unattended nor unlocked in a public place

Inappropriate and Unacceptable Use of the Internet

The following on-line activities are **not permitted**:

1. Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum.
2. Users must not engage in illegal activities while using School IT equipment.
3. Staff must not violate any copyright laws from any country, including illegal downloading of 'pirated' software, publications, recordings, or any other proprietary property.
4. Staff must not engage in any malicious activities whilst using school assets including bullying via email or websites, installing viruses, bugs, e-bombs etc.., falsifying your identity, and any other activity which deceives, destroys or demoralizes another user.
5. All data, files, images, recordings, programs, and information on School owned equipment remains in its' ownership.
6. School email addresses must not be used in any social network, club, organization or chat room that is not explicitly part of your job function. Further, personnel are prohibited from discussing School business in these social forums.
7. All gaming, gambling, chain letters, Ponzi schemes, and any other type of personal wagering are prohibited.
8. Initiating 'spam', junk emails or emails with language that compromises the School's reputation is prohibited.
9. Using School asset's in activities for non-related school business is prohibited, including buying/selling on auction and classified advertising websites.
10. All Users are prohibited from visiting pornographic sites, or politically charged sites or blogs.

Aladdin

All staff have access to the school's Aladdin account for the purpose of recording pupil attendance, sharing documents, and keeping monthly records of work.

School Website

At the point of enrolment to PHNS, permission from parent/guardian will be sought for publication on school website of the child's photo/image/work samples on school website. 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 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.

Signed   Signed

_____   _____
Chairperson, Board of Management   **School Principal**

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Date

Dear Parents,

As part of the school's curriculum, we may be offering pupils supervised access to the Internet. As you are probably aware, the Internet contains a vast amount of information but unfortunately not all of this is suitable for children and so we have produced an Acceptable Use Policy specifying our guidelines.

Before being allowed to use the Internet, all pupils must obtain parental permission. We therefore ask that both you and your child sign the enclosed form as evidence of your approval and acceptance of the school rules on this matter. A copy of our Acceptable Use Policy is attached.

Please read the AU Policy carefully.

Name of Pupil _____ Class _____

I allow my child (*Name*): _____ to use the Internet in school and accept school rules on this matter.

Signature of Parent _____

Signature of Pupil _____