Acceptable Use Policy for ICT

Gowran National School

Introductory Statement

The aim of this Acceptable Use policy (AUP) is to ensure that pupils will benefit from learning opportunities offered to the schools internet resources in a safe and effective manner. Internet use and access is considered a school resource. Therefore, if the school AUP is not adhered to, this resource may be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

This policy has been developed by the Principal, teachers, parent representatives and representatives of the Board of Management.

It is envisaged that the Board of Management, teachers and parent representatives will revise the AUP regularly in response to emerging technologies and issues arising. This policy should be read in conjunction with the Remote Teaching and Learning Plan.

Rationale

Gowran NS 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.

Our School uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/ipads/chromebooks, digital imaging equipment and recording devices etc. The policies 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 Gowran NS 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 other users with respect at all times
- To respect the right to privacy of all members of the school community.
- Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

School Strategies

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

- Internet sessions will be supervised by a teacher
- Websites will be previewed/evaluated before being integrated into lessons
- Uploading and downloading of non-approved software will not be permitted
- The use of personal memory sticks by the children in school is not allowed – each child has the use of a memory stick for their work in school.
- Pupils will treat others with respect on the internet at all times and will not undertake any actions that may bring the school into disrepute.

Education
- Students and teachers will be provided with training in the area of Internet safety.
- Students will learn the benefits and risks associated with using the internet.
- Students will learn about internet safety using Webwise or similar resources in the senior classes.
- Students will learn about the importance of telling someone they trust if they feel unsafe or discover something unpleasant
- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

Content Filtering
- Gowran NS has chosen to implement **Level 4** on content filtering provided by the NCTE on the School's Broadband Network.
- This level is used to minimise the risk of exposure to inappropriate material.
- It allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- School ipad content is monitored and filtered using a remote management system (Zuludesk) Only teacher approved apps can be accessed and downloaded. Specified teacher coordinators monitor and manage this system.
- In addition, a mobile management device (teacher ipad on Zuludesk) is used to monitor and control pupil ipads during ipad lessons
- Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

- Pupils will not intentionally attempt to visit Internet sites that contain obscene, illegal, harmful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher in accordance with the agreed rules for 'Responsible Use of the Internet' as in the Webwise Programme.
- Pupils will use the Internet for educational purposes only
- Pupils will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will be aware that any usage, including distributing or receiving of any information, school-related or personal, as agreed in the rules for Responsible Use of the Internet, may be monitored for unusual activity, security, and/or network management reasons.

E-Mail and messaging

- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils 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.
- Pupils will refrain from sending on chain letters or forward messages without the permission of the sender
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Pupils will not arrange to meet anyone outside via school e-mail

Direct Communication using the internet

- In circumstances where teaching cannot be conducted on the premises, teachers may use the Seesaw app or other platforms e,g, Zoom, approved by the Principal and Board of Management to assist with remote teaching where necessary

- Teachers in school may choose to use a number of tools for classroom communication. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code.

- Parental permission is acquired when using Seesaw and is implied when the link to a Zoom video call is communicated via Aladdin or parent email. Essentially, when the pupil logs into the call, permission is assumed.

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online

- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content that they are submitting to their teacher is appropriate

- It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated.

- The school cannot be held responsible for breaches of security of online platforms in the event they are hacked

- Please see our Remote Teaching and Learning Plan for a more detailed outline on safe, online communication

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Gowran NS :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Gowran NS.
- Use of video streaming sites such as YouTube are permitted with expressed permission from teaching staff.
- Pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Gowran NS community
- Pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Pupils must not engage in activities involving social media which might bring Gowran NS into disrepute.
- Pupils must not represent your personal views as those of Gowran NS on any social medium.

School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be coordinated by a teacher.
- Personal pupil information including home address and contact details will not be published on Gowran NS web pages.
- Permission is obtained from parents/guardians at enrolment to allow photographs of their child/ren to be published on the school website. Parents/Guardians of children joining a class at a later stage will also be asked to fill in the form
- Pupils without website permission may be asked by teacher to step out of photographs/videos etc that are intended for the school website. Such pupils and/or their school work may be photographed for internal school display/newsletter only.
- Pupils who do not have parental permission for their image or work to be photographed/uploaded on the school website will be identified on the Aladdin Administration system.

Personal Devices

- Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.
- Pupils are only to bring a mobile phone to school if absolutely necessary with the express permission of the class teacher.
- Phones must be stored safely and switched off for the duration of the school day.
- Incidents such as leaving a mobile phone turned on or using it in class, sending nuisance messages, or the unauthorised taking of images with a mobile phone/electronic devise still or moving, is in breach of the school's Acceptable Use Policy. Please see Mobile Phone policy for further information.
- The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Gowran NS :
- Pupils are only allowed to bring personal internet-enabled devices into Gowran NS with expressed permission from staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.

Recording of Images & 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.

- The school permits the recording of images and videos of staff, pupils and school activities using school digital cameras and school iPads only. Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by their teacher.

- Pupils must not take, use, share, publish or distribute images of any member of the Gowran NS community except with the permission of the teacher and member of the school community.

Cyberbullying

- The school adheres to the *DES Procedures for Anti Bullying for Primary & 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 cyber- bullying 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 school'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 cyber bullying is an integral part of Gowran NS Anti-Bullying policy.

- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

- Students are encouraged to report any incident that constitutes cyberbullying to the school or any member of staff

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.

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

<u>Legislation</u>
- The **Data Protection Act 1998** was passed to deal with privacy issues from the increasing amount of personal information contained on computers. **Data Protection Amendment Act 2003** this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
- **Child Trafficking and Pornography Act 1998** - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- **Interception Act 1993 –** this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
- **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.

This policy was last reviewed and updated in June 2020

Signed : _____ Principal

_____ Chairperson BOM