Scoil Naomh Molaise
Grange, Co. Sligo.

Acceptable Use Policy

Introductory Statement

The purpose of this Acceptable Use Policy (AUP) is to ensure that the pupils of Scoil Naomh Molaise will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner, and will be protected from harmful and illegal use of the internet. Internet use and access is considered a school resource and privilege. Therefore, if the school's Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This policy applies to all of the school's 'devices' including all computers, laptops, iPads and other IT resources that connect to the school's network.

At the time of enrolment at Scoil Naomh Molaise, the Acceptable Use Policy should be read carefully by pupils and parents/guardians to ensure that the conditions of use are accepted and understood. In the case of junior and senior infants, a parent/guardian's signature alone will be sufficient. At all other class levels, both a parent/guardian and the pupil must sign the AUP.

It is envisaged that school and parent representatives will revise the Acceptable Use Policy every three years and update it, if deemed necessary. Subsequently, all pupils and parents/guardians will be asked to read and sign a revised AUP.

Guidelines (Content of the Policy):

Pupil Access to the Internet

Scoil Naomh Molaise is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy.

General

- Internet will be used for educational purposes only.
- Internet sessions will always be supervised by an adult.
- Websites will be previewed and evaluated by a teacher before being integrated into lessons conducted on school devices.
- Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
- Filtering software such as the Schools Broadband Programme will be used to minimise the risk of exposure to inappropriate material. The Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the Schools Broadband Team which includes PDST Technology in Education working closely with the Department of Education and Skills and HEAnet. The PDST Technology in Education Broadband Service Desk is the single point to contact for schools for all broadband related issues, providing information, advice and support to schools.
- Pupils will receive training in the area of internet safety each year during Safer Internet Week.
- Uploading and downloading of non-approved material will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any action that may bring the school into disrepute.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Internet

- Pupils will use the internet in school for educational purposes only.
- Pupils will not intentionally 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.
- Pupils will report accidental accessing of inappropriate materials to the class teacher or supervising adult immediately.
- Pupils will be made aware of appropriate ways to use information sourced online in order to discourage plagiarism and copyright infringement.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not examine, change or use another person's files, usernames or passwords.
- The school takes every reasonable precaution to provide for online safety but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

Email

- Pupils may use approved email accounts under supervision by or with permission from the class teacher.
- Pupils will not send or receive any material that is illegal, obscene, deflamatory or that is intended to annoy or intimidate another person.
- Pupils are not allowed to access their own (unapproved) email accounts in school.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

School Website

The school's website address is: www.molaise.com.

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Teachers will manage the publication of material on the school website adhering to the stipulations below.

- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Pupils' names will not be published beside their photograph.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible. On enrolment, permission is sought from parents to include their child in such photographs, video clips etc.
- Images / video clips on our website should not be copied or posted to any social media or other website or published in any way.
- Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a pupil's work will be sought from the pupil. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Seesaw or other platforms, approved by the principal, to assist with remote teaching.

- The school has signed up to the terms of service of the online platforms in use by the school and has enabled the most up to date security and privacy features which these platforms provide.
- In the case of Google Classroom, Google Meet, Seesaw and Zoom, parents/guardians must grant permission for their child to have a school email address (with restricted access).
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- Discussion forums on Google Classroom, Google Meet and/or Zoom will only be used for educational purposes and should always be supervised by an adult.
- Parents will receive prior notification of any such virtual meeting/video conferencing.

G-Suite for Education / Google Classroom

G-Suite for Education is a suite of free Google tools and services that are tailored for schools. Scoil Naomh Molaise has recently set up G-Suite for Education. Google Classroom is the main tool that we will use to remotely communicate with our pupils from 3rd to 6th classes. Google Classroom is a file management system. Google Classroom simplifies the distribution and collection process of pupil work. The teacher is able to compile a collection of documents, videos and resource links into an assignment. The pupils can view the document, edit the document, or receive a copy of the document depending on the settings set by the teacher. Google Docs are both COPPA and FERPA compliant when using a Google Apps for Education (GAfE) account. Google Classroom restricts participation in the environment to staff and pupils on the domain; it is NOT open to the public – it is a safe and secure self-contained cloud-based system unique to our domain (molaise.com). Under GAfE students and teachers are given a Google account login that is specific to the school's domain. This may look something like aoifedaly@molaise.com. Pupils and teachers would need to be logged into and utilise their GAfE accounts to participate in the Google Classroom environment. This protects pupil information from outside users since regular Gmail accounts or other GAfE accounts from different schools could not be added into a teacher's Classroom.

Seesaw

Seesaw is the tool that we will use to communicate remotely with our pupils from Junior Infants to 2nd Class. Seesaw is a school communication platform that connects teachers, pupils and families, and brings them closer together. It is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer or tablet. It effectively enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home. Seesaw is GDPR compliant.

iPads

- Pupils should never leave their iPad unattended when in use.
- Pupils should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Pupils require permission before sending any form of electronic message.

- Audio or visual taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidently accessing inappropriate material or images during a lesson, the pupil will immediately minimise the page and report the incident to the class teacher without attracting the attention of other pupils.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Personal Devices

- Pupils 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.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and then immediately deleted from source.

Education and Internet Awareness

Scoil Naomh Molaise will undertake an education programme to educate children on the safe, responsible use of the internet. Cyber-bullying has become a significant threat for young people. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video

- Use of the 'Kids' section on the www.webwise.ie website

- The Stay Safe Programme

- Materials relating to Safer Internet Week

Cyberbullying

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Measures are taken by Scoil Naomh Molaise to ensure that staff and pupils are aware that bullying is defined 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 or at night.

- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

Legislation

The school draws your attention to the following legislation relating to use of the internet which teachers, pupils and parents should familiarise themselves with:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

If a pupil deliberately misuses the internet, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion in line with the Code of Behaviour. Parents/guardians will receive notification of misuse by a pupil. The school also reserves the right to report any illegal activities to the appropriate authorities. Access to the internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

Reference to other policies

Other school plans and policies that support the Acceptable Use Policy:

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection Policy

Roles and Responsibilities:

- The Board of Management, Principal and staff of the school are responsible for the implementation of the Acceptable Use Policy.
- Staff and Parent Representatives will review the policy every three years unless it is deemed necessary to do so within that timeframe.
- Once the AUP has been reviewed, class teachers will go through the policy with all pupils. Parents will be required to read the AUP available online with their child also. Subsequently,

both the parent/guardian and the pupil will sign the form of agreement. This will be filed in the office.

Timeframe for Implementation:

This policy will be implemented from September 2020.

Time frame for Review:

This policy will be reviewed every three years.

Responsibility for Review:

- Board of Management
- Principal
- All Staff
- Parent Representatives

Ratification and Communication:

This policy was adopted by the Board of Management on 29th November 2017.

It was reviewed and amended by the Board of Management on _____.

Signed: _____   Date: _____
          (Chairperson of Board of Management)

Signed: _____   Date: _____
          (Principal)

Scoil Naomh Molaise does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and staff of the school, and is available to the wider school community through the school website.

Acceptable Use Policy – Form of Agreement

Please note: This policy is available on www.molaise.com

Name of Pupil: _____

Class: _____

*Pupil

My teacher has talked to my class about the safe and appropriate use of the internet and the school's devices. I agree to follow the school's Acceptable Use Policy. I will use the internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ **Date:** _____

*Pupil signature is not required for Junior/Senior Infants

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the internet. 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 pupils access unsuitable websites.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child'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.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐
(Please tick as appropriate)

In relation to Google Classroom / Seesaw, I consent for my child to be assigned a G-Suite for Education Account. This means my child will receive a restricted access email account and access to Google Classroom or Seesaw. I understand that I may ask for my child's account to be removed at any time.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐
(Please tick as appropriate)

Signature: _____ **Date:** _____