

Carns National School
Acceptable Use policy (AUP)

Aim

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified. This policy applies to all of the school's "Devices", which means all computers, chromebooks, iPads, laptops, smartphones and other IT resources that connect to the school's network.

Strategy

Carns NS 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 always be supervised by a teacher.
- The school will regularly monitor pupils' Internet usage
- Uploading and downloading of non-approved software 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.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media;
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public 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

Web browsing & Downloading

- Students will not visit Internet sites that contain obscene, illegal or otherwise objectionable material.
- Students will use the Internet for educational purposes only
- Students will not login into personal social media accounts in school
- Students will not access material that is not part of their class work
- Students will be familiar with copyright issues related to online learning. Students will never disclose or publicise personal information.
- Students 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.
- In school, the use of video streaming sites such as YouTube and Vimeo etc. is only allowed with express permission from teaching staff.
- Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users..
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email

- Students will use approved class email accounts under supervision by or with permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another.
- Students will not reveal their own or other people's personal details, such as addresses or phone numbers or photographs.
- Students will never arrange a face-to-face meeting with someone. Students ought to be aware that sending and receiving email attachments is subject to permission from their teacher.

Social Media

- The school has a Facebook, Instagram and Twitter Account
- Personal information relating to the student including their name, home address and contact details will not be included on school social media.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media site are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the school social media site 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

Personal Devices

- Students may not use personally-owned devices in school (e.g. laptops, tablets, computers, digital-cameras, and smart-phones)
- 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.
- Pupils who are found with personal electronic devices in their possession or turned on during school hours will have them confiscated. A device will be kept in the principal's office until the principal contacts the parent/guardian to collect it.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the relevant school affiliated website and then immediately deleted from source.
- Assistive Technology Devices will be used for educational purposes only
- If Pupils wish to contact parents or vice versa during school hours contact should be made through the school office
- Incidents such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a camera, still or moving is in direct breach of the school's acceptable use policy

Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated by Carns NS.

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.

- In some cases, cyber-bullying is a crime.
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyber bullying.
- Carns NS is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

1. Verbal warning.
2. Suspension of computer privileges
3. Notification to parents in most cases
4. Suspension from school and/or school-related activities.

Examples of Expected Use

- Use school equipment for school-related activities only.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources. This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Examples of Unacceptable Use

I will not:

- 'Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools
- Use school technologies to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use. This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies

Internet use in school

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time and will follow instructions of teacher.
- Students will never disclose or publicise personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable usage policy

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students should also recognise that as well as the valuable content online, some is unverified, incorrect, or inappropriate
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see

Personal Safety

- If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of a teacher if they are at school a parent / guardian if they are at home
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission
- Students' images will not be shared online without explicit expressed permission from their parents.

School Website

- Pupils' work will appear in an educational context on Web pages
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

Photographs

- Photographs of the children will only be displayed online through our various platforms with consent from parents/guardians. Annual consent is sought for photos.
- Children will not be named in full.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students 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
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Sanctions

Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. 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

Agreement for the acceptable use of the internet, e-mails and devices

At Carns Primary School, we understand the importance and benefits of using computers to help with children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Please read and discuss this policy with your child and then sign one copy and return to the school

- I will only use IT in school for school purposes
- I agree to follow the school rules when school devices. I will use the network in a sensible way and follow all the rules explained by my teacher
- I agree to report anyone not using devices sensibly to my teacher
- I also agree to tell my teacher if I see any websites that that make me feel unhappy or uncomfortable.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will ask a teacher or suitable adult if I want to use a device.
- I will only use an email address provided by the school during school hours
- I will not log onto any social media accounts during school hours.
- I will not bring my own device to school or to school activities.
- I will not tell other people my password.
- I will only open my own files.
- I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
- I will not take, use, share, publish or distribute images of others without their permission.
- I will not give out my own details such as my name, phone number or home address.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of IT can be checked and that my parent contacted if a member of school staff is concerned about my e-safety.
- If I do not follow the rules, I understand that this may mean I might not be able to use the internet and/or school devices.

Parent and child's signatures:

We have discussed this policy and _____ (child's name) agrees to support the safe use of IT at Carns NS.

Parent Signature: _____

Child's Signature: _____

Date _____