

Scoil Naomh Iósaf, Rath Caola

Plan for Acceptable Usage Policy (AUP) 18653V

Introductory Statement and Rationale

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 a privilege. Therefore, if the school's AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions, in line with the school's Code of behaviour, may be imposed.

The Board of Management will review the AUP regularly. Before signing, please read this policy carefully to ensure that you understand and accept the conditions of use.

Rationale

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined. The online world is very much part of their lives and they are "growing up digitally" with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. Our pupils need to become media savvy and they need to learn how to effectively search for and evaluate online content; how to protect personal information and reputation; how to respect copyright and intellectual property. They also need to know where to get help if problems arise.

The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

Legislation

The legislation outlined below relates to use of the Internet

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Parents and teachers should familiarise themselves with this legislation.

Security Measures

- Internet access is via The Irish Schools Broadband Programme with “Safe Search” filtering on internet browsers so the risk of exposure to inappropriate material is reduced.
- Internet use by children in school will always be supervised by a teacher.
- Pupils will be taught to observe good “netiquette” (etiquette in the internet) at all times.
- Students and teachers will be provided with information in the area of Internet safety. (e.g. www.webwise.ie and through the Barnardos internet Safety programme)
- Uploading and downloading of non-approved software will not be permitted. Only administrators can download software and apps through JAMF.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or other digital storage media in school requires a teacher’s permission. Only school memory sticks are allowed to be used in school.
- Children and teachers are expected to respect computers, hardware, and software and to make good use of limited resources, such as paper or ink, in school.
- Computer Passwords, Wi-Fi Passwords and iPad Passcodes will not be shared with pupils.
- As per Data Protection Policy, details of children will not be used in staff emails. Where necessary, initials of the children may be used.

Use of the Internet

- Pupils will use the Internet in school for educational purposes only.
- Teachers will always check out websites in advance.
- A list of appropriate educational websites will be saved in the favourites/bookmarks folder on school computers.
- Pupils will only use search engines under direct supervision of a teacher.
- Pupils will only download materials or images that are relevant to their school work.
- Pupils are not permitted to use internet chat rooms.
- Senior Pupils will learn about and abide by copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Electronic messages will only be sent or received under direct supervision of a teacher.
- Students will be aware that their use of the internet may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not intentionally visit Internet sites that contain inappropriate material.

- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Co-ordinator.

iPads

- Pupils will use iPads for educational purposes only.
- Pupils will always follow teacher's instructions when using iPads.
- The camera and audio recording functions will only be used under the teacher's direction.
- Audio or video files recorded at school may only be transmitted, broadcast or transferred with the permission of a teacher.
- Pupils will never leave an iPad unattended.
- iPads must be handled with care at all times.
- Any damage to an iPad must be reported immediately to the teacher.
- All iPads must be returned and stored in the correct charging station.

Email

- Pupils may use approved email accounts for educational purposes under direct supervision of their teacher.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will not access their own email accounts in school.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.

School Facebook Page

- Facebook is used to promote a positive image of the school by sharing information with parents and the wider community regarding school activities and specific school events.
- Permission to publish photos of children will be sought from parents/guardians in the school enrolment form. Staff will make themselves aware of those children whose parents have not consented to their child's photos being taken.
- Pupil's names will not be published beside their photograph.
- The Principal is the administrator of the school Facebook account and only she and the Home School Community Liaison can add/edit/amend information on the Facebook page.

- Those accessing the page should not add comments that can identify children and they should not post anything that could be deemed as inappropriate or offensive.
- Inappropriate or harmful comments or content will be removed at the earliest possible opportunity.
- Should a parent wish for content to be removed they must do so formally in writing to the principal.

Personal Devices belonging to Pupils

- As a general rule all personal devices (e.g. mobile phones) should be left at home.
- In instances where personal devices are brought to school, they are to be turned off and left in a designated place (the main office or the class teachers locked cabinet) during school hours.
- The school shall not be liable for the loss or damage to such devices.
- In exceptional circumstances, where parents will be informed in advance, pupils may be permitted to use their own devices under the supervision of a teacher.

Staff

- The Internet is available for professional use by staff personnel. Personal use of the Internet should not occur during class time.
- **Personal mobile phone use is strictly not allowed during school hours unless in an emergency situation unless using your phone for school business such as taking photos or using class DoJo. All calls to parents are to be made using the school mobile phone 0876054162.**
- **Example of emergency situations are medical calls, calls from your child's school, calls relating to school business such as buses/booking of soccer pitches/library visits. This list is not exhaustive.**
- **Personal Mobile phones are strictly not to be used or taken to yard under any circumstances as you have a duty of care to be actively supervising all pupils during this time.**
- Computer Passwords, Wi-Fi Passwords and iPad Passcodes will not be shared with pupils.
- Where teachers use their personal devices for taking photos or videos of children, these should be immediately deleted, once shared with the principal.
- The school mobile is available for taking photos of school outing or activities and should be brought on all trips in so far as possible.
- Pupils' work should never be shared on social networking sites, other than Scoil Naomh Iósaf Buachaillí Facebook page.
- Teachers are not permitted to use photos of pupils on their personal social media sites.

- The Aladdin for Schools facility is a computer based admin system. In order to protect the information that is accessible on Aladdin, users must not divulge their log in details to anyone.
- Information stored on Aladdin should never be on view to students/visitors/other staff. All information documented on Aladdin will be of a factual nature. The 'remember me' function should not be ticked in order to protect the information stored on Aladdin.

Support Structures

- Teachers will always model safe and appropriate use of technology, the internet and online resources.
- National and International initiatives such as Safer Internet Day will be marked appropriately at each class level.
- Information and advice regarding Internet safety in the home may be shared with parents.
- At the beginning of each school year, pupils in all senior classes (fourth, fifth, sixth) will learn about our school's Acceptable Use Policy and each pupil will sign an Agreement Form indicating his/her willingness to abide by the policy.

Sanctions

- Some material available on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use.
- Intentional misuse of the Internet will result in disciplinary action in line with our school's Code of Behaviour.

Implementation

(a) Roles and Responsibilities

This plan will be supported, developed and implemented by all members of the staff. The principal and relevant post holders will coordinate the progress of the plan, encourage and accept feedback on its implementation and report to staff on findings. It will be ratified by the Board of Management. It will be monitored and evaluated every three years.

(b) Timeframe

This plan is currently being implemented.

Review

(a) Roles and Responsibilities

It will be necessary to review this plan on a regular basis to ensure optimum implementation of the acceptable use of the internet in Scoil Naomh Iósef Buachaillí. The principal and relevant post holders are responsible for co-ordinating this review.

(b) Timeframe

This plan will be reviewed as needed.

Ratification and Communication

The Board of Management of Scoil Naomh Iósef Buachaillí ratified this plan on 19th of February 2024.

This plan is available to view at the school by the parents and will be available on the school website once constructed.

Signed: Walter Moran

Chairperson of the Board of Management.

Date: 19th of February 2024

Permission Form for Acceptable Usage Policy

Please review the schools Acceptable Use Policy then sign and return this permission form only to the class teacher.

Name of Pupil: _____ Class: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature _____ Date: _____

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 or 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 will be taken by the school to provide for online safety.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Acceptable Use Policy – Pupil Agreement Form for Senior Pupils

Scoil Naomh Iósaf Buachaillí has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's Internet and digital media resources in a safe and effective manner.

My name is _____.

- I know that everything I do on a school computer/laptop/iPad is monitored by the school.
- I will use the Internet and digital media for educational purposes only.
- I will only go on websites that have been approved by my teacher.
- I will only search for information using a search engine when my teacher is supervising me. I will always use a safe search engine e.g. Image Bank on www.scoilnet.ie to look up images.
- I will not copy information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I will not visit an inappropriate website on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will never access my personal email account in school.
- I will never access chat rooms in school.

Internet Safety In and Out of School

- I will always use my username and not my real name on websites so that I can protect my identity.
- I will never give out my name, address or phone number to anyone online.
- I understand that my password is my own and I will not share it - even with my best friend.
- I will not share personal information about another person online.
- I will never pretend to be someone else when I am online.
- I will not use my phone/iPad to take photos of people without my teacher's permission and their permission.
- I will not upload any photos without getting permission.
- I will never send text messages, emails and comments that are harmful and hurtful to another person.
- I will never arrange to meet in person anyone I meet online.
- If I bring a mobile phone to school it will be switched off and I will leave it in the designated place during the school day. I will not switch it on until I leave the school grounds.

Signature: _____ Class: _____ Date: _____

Appendix 1

Remote and Distance Learning (See also Communication/Teaching Doc for remote learning)

General Safety Measures:

- Teachers will always check out websites in advance.
- Pupils will only download materials or images that are relevant to their school work.
- Pupils will never disclose or publicise personal information.
- Electronic messages will only be sent or received under direct supervision of a teacher.
- Students will be aware that their use of the internet may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not intentionally visit Internet sites that contain inappropriate material.
- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher
- As per Data Protection Policy, details of children will not be used in staff emails. Where necessary, initials of the children may be used.

Email:

- For the purposes of communicating with parents and students, teachers have set up a specific school email address eg. principal@stjosephsrathkeale.com . This email account is to be used in all correspondence with students and not a teacher's personal email account.
- In line with Data Protection, teachers will select BCC function when sending group emails.

Class DOJO/ Seesaw:

- Class DOJO may be used by all teachers as a digital portfolio tool for distance learning. It allows pupils to store their work and gain feedback from the teacher.
- Parental consent was given for each student and parents downloaded app on their devices.
- Home learning codes/Passwords was shared with each family securely.
- Enable item editing function is turned off so students cannot tag their classmates in their work.
- The function for 'Students can see each other's work' is turned off.

Zoom:

The Zoom platform is also used as a tool for communicating during school closure. It is used both for staff/team meetings and for teacher/student/class interaction.

Written Parental consent is sought for Zoom use and this is uploaded on to child's profile on Aladdin.

The following security points are adhered to when using Zoom

1. Use the password function for pupils to join the meeting
2. Enable the waiting room function
3. Lock the meeting when all are present
4. Disable the share screen and chat functions when working with a bigger group.
5. For child protection reasons, when working with an individual child, ensure the parent/adult is always present.