

## Scoil Mhuire, Barntown

Roll no: 17913Q

### 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly in line with developing technological issues. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This AUP was devised in the 2019/2020 school year and amended to include Remote Education as a result of school closures due to Covid-19. This version was reviewed by staff and Parent representatives from the Parents' Association and the Board of Management in May 2020 and will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT in our school. This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying.

#### School's Strategy:

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:

#### 1. General Guidelines

- Internet use will always be supervised by a teacher/SNA.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and staff members will be provided with training in the area of Internet safety.
- Internet Safety Day (February) will be marked with a collaborate approach by the teachers.
- 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 always requires a teacher's permission.
- Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

#### 2. World Wide Web

- 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.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 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 Use Policy.
- 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.

### **3. Email**

- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Parents and staff should only communicate through the official school email addresses; [info@barntownns.ie](mailto:info@barntownns.ie) or [principal@barntownns.ie](mailto:principal@barntownns.ie) rather than teachers' email addresses.

### **4. Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher. An example of this is Skype with another school.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **5. School Website: [www.barntownns.ie](http://www.barntownns.ie)**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, notice boards or web blogs will be checked frequently to ensure that they do not contain personal details.

- The publication of student work will be coordinated by a teacher in collaboration with the school principal
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected if deemed necessary.
- 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 school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

#### **6. School Twitter account: @BarntownNS**

The purpose having of a school Twitter account is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with wider audience of school life via photos of pupil's projects, notice boards, etc.
- Communication with other schools and accounts with similar educational interests
- Children under the age of 13 will not be accepted as followers of the school's Twitter page.

#### **7. Personal Devices**

Under our Mobile Phone and Electronic Gadgets Policy, personal devices are not allowed in school without the expressed permission of the principal and class teacher and the written permission & indemnification of the parents.

This should only occur during exceptional circumstances and it is not the norm that pupils bring phones to school on a regular basis. If permission has been granted to a student under exceptional circumstances to bring a phone to school, the phone should be switched off and left into the principal's office.

Cameras, smart watches (as opposed to fitness trackers) and other devices that take recordings (visual or audio) are not to be brought to school.

#### **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:

- Data protection (Amendment) Act 2003
- Child trafficking and Pornography Act 1998

- Interception Act 1993
- Video Recordings Act 1998
- The Data Protection Act 1998

### **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. This information will be available at Internet Safety events and through information sent to parents throughout the school year. A link to [www.webwise.ie](http://www.webwise.ie) is on the resource page of our school website.

### **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.

### **Remote Education (Covid-19)**

In response to the closure of schools due to Covid-19 the following section has been included in the school's AUP. During this time, we are working on ways to maintain the link between school and home. We miss our pupils and we hope to continue to communicate with them through various means.

We recognise that online safety is of huge importance and we hope that this document helps to protect both school pupils and staff, while online. The teachers will use a variety of online platforms to support our pupils' learning at home. The platforms chosen will be evaluated to ensure they are compliant with GDPR and are helping our pupils to continue to engage with learning activities.

Online platforms currently being used include:

- Aladdin Connect
- Class Dojo Portfolios
- Our school website
- Our school Twitter account

Further platforms may be used during this closure.

The following protocols have been put in place to provide guidance on what is best practice when using these online platforms to ensure the online safety of pupils and teachers:

1. Staff of the school are communicating with parents by means of their school emails. Staff will communicate using parents' email addresses and not directly with pupils.
2. Staff members will seek to become familiar with apps before using them with pupils.
3. Staff members will report any concerns regarding online behaviour or interactions to the principal without delay
4. Parental consent is sought when setting up new accounts such as Class Dojo
5. Photographs of children are only accepted from their parents/guardians for Digital Newsletters and first names only are used.

6. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher via the Dojo Portfolio is appropriate.
7. We encourage all parents to familiarise themselves with the information on [www.webwise.ie](http://www.webwise.ie) in relation to internet usage of children.

### **Wellbeing including physical activity during school closure**

We encourage all parents to ensure that their children are getting plenty of exercise and fresh air at this time. Children can be affected in different ways by being out of their normal routine. The online usage of pupils needs to be monitored in terms of content and duration by parents.

NEPS, the Department's National Educational Psychological Service, has developed advice and resources for keeping Children and Young People well during Covid-19. These resources aim to support children and young people's learning and wellbeing at this time.

In the context of wellbeing, NEPS has included a reference in its advice for young people and for parents of young children for the need for physical activity as part of everyone's daily routine while schools are closed.

For information, the relevant text can be found along with other resources at the following link: <https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/covid-19.html>

This policy will be regularly reviewed and updated/amended as necessary.

This policy was reviewed and ratified by the Board of Management on the 21<sup>st</sup> of May 2020.

Signed: *Fr John Carroll*

Chairperson, Board of Management

Signed: Mrs Nicola Roche

Príomhoide, Secretary to BoM