

St. Senan's Primary School

Acceptable Use Policy

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. This policy also aims to establish minimum standards for, and let students, parents/guardians know of the school's administration and monitoring of, the school's devices, equipment and networks. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy applies to all the school's 'Devices', which means all computers, iPads, laptops, smart phones, and other IT resources that connect to the school's network. The school reserves the right to amend this policy from time to time entirely at its discretion.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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 include, but are not limited to the following:

General

- Internet sessions will always be supervised by a teacher.
- A Firewall / Filtering software is used in order to minimise the risk of exposure to inappropriate material.
- Students will be made aware of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks 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.
- Students will not access other people's files.
- It is important to note that the schools' Anti Bullying Policy should be read in

conjunction with the Policy. Parents / guardians and students should be made aware that placing a once – off offensive or hurtful internet message, image or statement on a social media 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.

- Online safety training will be provided to teachers and will be taught to all students
- Virus protection software is used on most school devices and updated regularly however some of our devices with Windows 7 cannot access this level of protection
- The school's search engine has a built in 'safe search' feature, the 'safe search' feature will be enabled on all search engines on school Devices.

Use of the Internet

- Students will use the Internet for educational purposes only.
- Students may not copy information into assignments without acknowledging the source (plagiarism and copyright infringement).
- Students are not permitted to disclose or publicise personal information to others online e.g. home addresses, telephone numbers, etc.
- 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.
- Students will be taught specific lessons on online safety by teachers
- Students will not knowingly attempt to visit internet sites on school Devices that contain obscure, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accessing any of the above sites the student will be expected to immediately close/turnoff the laptop /device and report the incident to the teacher or supervisor.
- Students will not examine, change or use another person's files, username or password.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Email / Office 365

- Students will use approved class email accounts under supervision 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 person.
- Students will not reveal their own or other people's personal details, such as addresses or 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.

Internet Chat

- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication except under direct supervision of a teacher, and will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet

School Website and Affiliated Social Media sites, School Apps

- The school's Website address is www.kilrushns.ie
- The school's Facebook account is St. Senan's Primary School HSCL Activities
- The school uses The Aladdin App which is known as Aladdin Connect
- See Saw
- Zoom
- Padlet
- Study Ladder
- This list is subject to change and may be updated from time to time

The School Website

- The school Website www.kilrushns.ie is maintained and updated by authorized members of staff.
- Pupils will be given the opportunity to have projects, artwork or school work published on the school website as per the consent form and 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 will be checked frequently to ensure that it does not contain personal details
- The publication of students' work will be co-ordinated and uploaded by an authorized member of staff.
- 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.
- Digital photographs and audio or video clips of students will not be published on the school website and /or affiliated pages, without prior parental/guardian permission.
- Personal pupil information including home address and contact details will be

omitted from school web pages.

- The school website will avoid publishing the full 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.
- Parents / guardians are requested not to tag photographs or any other content which would identify any children or staff in the school.
- Pupils will continue to own the copyright on any work published.
- Photos and videos may be used for specific school events e.g. Communion, Graduation, Christmas Concert etc. These photos / videos and the photos/videos on our website should not be copied or posted to any social media or other website or published in any way.
- Parents/guardians are requested to ensure that online messages and or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal and the Board of management welcome any suggestions about how the content may be improved.
- If any parent/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.
- This policy should be read in conjunction with our Data Protection Policy.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, See Saw, Padlet or other platforms approved by the Principal as platforms (the 'Online Platforms') to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school
- The school has enabled the most up to date security and privacy features which these Online Platforms use.
- In the case of using Online Platforms parents/ guardians may be required to give permission to their child in order to engage with such platforms.
- Parents/ guardians may be provided with passwords and will be expected to monitor their child's use of the Online Platforms.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Personal Devices

Pupils are **not allowed** have mobile phones / any personal device with recording or image taking capacity in their possession on school grounds or on any school outing. Please be advised that this rule will be strictly enforced. Parents may contact their children through the school phone and when necessary pupils may contact their parents through the school phone.

Having a mobile phone/personal device in their possession on school grounds/school outings is in direct breach of the school's acceptable use policy.

Legislation

Information relating to the internet:

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

Support Structures

- The school will run a programme regularly on acceptable internet usage for students, parents/guardians. This will cover several topics including cyber bullying.
- Staff regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber bullying.
- Information on key support structures and organisations that deal with illegal material or harmful use of the Internet can be obtained from the school.

Sanctions

Misuse of the Internet or any activity which is in contravention with the Policy may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The Code of Behaviour will apply and should be read in conjunction with the AUP.

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

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Use of Information Communication Technology (ICT) Resources

St. Senan's Primary School information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, phone and other wireless communication devices, telephone, paging, and voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non – school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate websites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities) or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, denying future access privileges in cases of misuse. Staff/students use of the school's information and technology resources consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable the EU's General Data protection Regulation (GDPR).

Permission Form Template

Dear Parents/ Guardians,

The staff and Board of Management of St. Senan's Primary School have recently reviewed the school's Acceptable Use Policy (AUP). Please familiarise yourself with this Policy and discuss the relevant aspects of the policy with your child prior to completing the AUP Permission Slip on Aladdin.

Acceptable Use Policy Permission Slip

Parent/Guardian

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 and accept that Internet access is intended for educational purposes.
- I understand and accept 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 understand and accept that students may not be able to participate fully in lessons involving PCs laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

In relation to the school website,

- I understand and accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website.
- I understand and accept that my child's image may be uploaded to the school website individually or in a group
- I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

In relation to phones/ personal devices with recording or image taking capacity


- I understand and accept that my child is not permitted to have any such device in their possession on school grounds or on a school outing

I have read and discussed the AUP Policy with my child.

I have read understand and accept the school's Acceptable Use Policy

Ratification:

Ratified by the Board of Management on 18/6/20 (Date)

Signed:  _____
Chairperson, Board of Management