<div style="border: 1px solid black; padding: 10px;">

St. Joseph's N.S. Acceptable Use Policy

Reviewed & Updated: 24th August 2020

Ratified by BOM:

Further Review Date: August 2021

</div>

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. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using current and future school technologies. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in the Code of Behaviour. This policy should therefore be read in conjunction with the Anti-Bullying Policy and Code of Behaviour Policy. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Scope

This policy has been drawn up to protect our students from the risks associated with the Internet while they are at school. Parents and Guardians are advised however that while the children may be given internet-based homework assignments from time to time, the school takes no responsibility for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Children will be taught about safe internet usage during each academic year before accessing the internet in school.
- Internet sessions will always be supervised by a teacher.
- 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.
- Uploading and downloading of non-approved software will not be permitted.
- Teachers using interactive whiteboards and projectors will be particularly vigilant and will preview the material being presented in order to ensure that it is age appropriate and adheres to the conditions of this AUP.
- The use of personal memory sticks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquett2e" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Regular updates and reminders will be communicated to staff regarding the need to educate pupils on the safe use of ICT and the internet.
- It is important that parents/guardians and pupils are aware of the **St. Joseph's N.S.** *Anti-Bullying Policy* in relation to social media:

In the context of *Anti-Bullying Procedures for Primary and Post-Primary Schools 2013*, "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."

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 during class time and all web sites will be vetted by the class teacher.
- Teachers will be familiar with copyright issues relating to online learning and students will be taught about copyright issues relating to online learning.
- Students who copy information or images from the Web into their assignments will acknowledge the source.
- 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.

Web 2.0
With the advent of Web 2.0, the Internet has become a two- way communication system for the school and the wider community. Services such as Google Classroom, Class Dojo, Facebook, WordPress, Twitter and other social media may be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by **St. Joseph's N.S**. form part of our web services and all content that is placed on these services falls under this policy.
The safety of our children on the web is of utmost importance and the school strives to educate the pupils on the safe use of social media. Awareness will be raised of online safety issues and good practice will be fostered among students. With this in mind, the schools *Anti Bullying Policy* will incorporate measures to raise awareness regarding the safe use of social media as well as sanctions against instances of cyber bullying.

Web 2.0 is open to potential dangers when used inappropriately and therefore we advise parents/guardians to adhere to the following protocols:
- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Social media sites may be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)

- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

School Website
- Please note that the following points apply to the school's website and social media profiles, including but not limited to Facebook, Twitter, YouTube, and Google+.
- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded onto the school's website. All approved web content will be uploaded by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips which focus on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- 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 filenames or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Email
- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Students will not use their own personal e-mail addresses to send e-mails from school.
- Students will not send or receive any material that is illegal, obscene or defamatory, or material 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.
- Photographs of individual children will never be sent by e-mail.
- Photographs of students involved in group activities will only be sent with the permission of the teacher Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- If students have any concerns about the content of any e-mail they receive at school, they will inform a member of staff immediately.

Mobile Devices
- **St. Joseph's N.S.** may provide students with tablets, digital cameras, digital recorders or other devices to promote learning both inside and outside of the school.
- Students should abide by the same acceptable use policy, when using school devices off the school network, as on the school network.
- Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher immediately.
- Use of school issued tablets will be monitored.
- Teachers will decide what apps are appropriate for their class.
- Students must not move away from the app their teacher has opened for them to work on unless they have been instructed by their teacher.
- Students may not access the Play Store or download apps to the tablets.
- Students may not delete or move apps or folders.

Mobile Phones
- Students' phones must be switched off during the school day and not used on the school premises.
- Students are not permitted to use phones as cameras under any circumstances in school, on school trips or during extra-curricular activities.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's *Acceptable Use Policy* and will result in the confiscation of the phone by the class teacher and payment of a fine. Parents/guardians will be contacted to inform them of the breach.

Security
- We ask that our students use common sense if they think a website does not look 'right'.
- They must not click on anything they feel is not right.
- Students are expected to alert their teacher immediately of any concerns for safety or security.
- If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

Personal Safety
- If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should 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.
- Students should never agree to meet someone they meet online in real life.
- Students' images will not be shared online on retns.ie without explicit expressed permission from their parents. Parents will sign their consent and also the AUP, during the enrolment process.
- Students must not take, use or share images of or from other students on school online platforms

Netiquette
- Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.
- To this end: Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should not post anything online that they wouldn't want parents or teachers to see.

Plagiarism
- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images from the Internet

Cyber-Bullying
- 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 be dealt with in accordance with the school's Code of Behaviour and Anti-Bullying Policy.
- Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in St. Joseph's NS. In some cases, cyber-bullying is a crime. **St. Joseph's N.S.** is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) and will act as required. The school will support students, teachers and parents in dealing with cyberbullying.

Distance Learning
- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Classroom, Seesaw and other platforms approved by the principal to assist with distance teaching and learning.
- 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 provide.
- Staff members will adhere to school guidelines on the use of platforms for live engagement.
- If parents sign up to Google Classroom/Seesaw for their children to engage with teachers then consent is assumed for teachers to engage with their children using these online platforms.
- Sign up to these platforms assumes that Parents/guardians agree to monitor their child's participation in lessons/activities assigned
- Children will be expected to follow school guidelines on online behaviour.

Violations of this Acceptable Use Policy
- Violations of this policy in **St. Joseph's N.S.** may have disciplinary repercussions, including: Suspension of ICT privileges, notification to parents/guardians and sanctions in accordance with the Code of Behaviour and Anti-Bullying Policy.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

Support Structures

St. Joseph's N.S. endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.
- The school will provide Internet Safety and Cyber Bullying awareness training to pupils as part of the SPHE Curriculum.
- The school will provide Internet Safety and Cyber Bullying information and advice to parents/guardians.

- Staff will regularly partake in Continuous Professional Development in relation to AUP, Internet Safety and Cyber Bullying.
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet e.g. Webwise

Legislation

The school *Acceptable Use Policy* takes account of legislation relating to use of the Internet which is available to view online. Teachers, students and parents should familiarise themselves with the following:

- General Data Protection Regulation 2018
- Anti-Bullying Procedures for Primary and Post Primary Schools (2013)
- The Data Protection Act February 2012
- Internet Safety Guidelines June 2012
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Data Protection Act 1988
- Video Recordings Act 1989

Roles/responsibilities

- The Board of Management is responsible for the approval of this policy
- The Principal and teaching staff are responsible for the implementation of this policy during the school day.
- Parents and guardians are responsible for the internet usage of the students while they are outside school.
- It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

Related documentation

- **St. Joseph's N.S.** Anti-Bullying Policy
- **St. Joseph's N.S.** Code of Behaviour Policy
- www.webwise.ie
- Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017),
- Appendix 1 - Acceptable Usage Policy Permission Slip
- Appendix 2 – Pupil Code for Online Interactions

Review date

This policy was reviewed by the BOM in August 2020. This policy and its associated procedures will be monitored on an ongoing basis but will be undergo full review in August 2021, or earlier if necessary.

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

Parental permission for participation in ICT and pupil photographs.

This is outlined on the AUP letter, which must be read and signed by parents/guardians.

Ratification

This policy was ratified by the BOM of **St. Joseph's N.S.** on _____2020.

Appendix 1 – AUP Permission Form

AUP Permission Form St. Joseph's N.S., Kilcock, Co. Kildare

Dear Parent/ Guardian,
As part of the school's education programme, we offer pupils supervised and safety restricted access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of desktops, laptops, tablets and other electronic devices requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's *Acceptable Use Policy* (available to view on website or in school office).

Internet
Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material. We have very stringent controls on our School Internet Broadband Provider which is approved and co-ordinated by the Department of Education & Skills. (PDST – Technology in Education). However, the school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's *Acceptable Use Policy*. Please feel free to contact the school office if you have any further queries.

Use of Photographs
Pupil photographs taken during school activities may be used for display purposes within school, on the school website, and in printed public material e.g. local newspapers. The school respects each family's right to decide whether or not to allow their children to appear on school photographs for display purposes. Please feel free to contact the school office if you have any further queries.

Yours sincerely,

David Powderly, Chairperson   *Ann McQuillan*   *Ciara Mc Nickle*
Board of Management   **Principal Teacher.**   **On behalf of ICT Team**
****

Please review the school Internet *Acceptable Use Policy*, sign and return this permission form.

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 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 understand that mobile phones cannot be turned on/used on school grounds. I am satisfied that my child is aware of the dangers and the benefits associated with the internet and have read the rules for responsible internet use with my child.

I accept the school Acceptable Use Policy.   YES   NO

I give permission for my child's photograph to be used on various school media.   YES   NO

(Please circle where appropriate)

Parents/Guardians Signature: _____   Date: _____

Pupil Code for Online Interactions Pupil Code for Online Interactions **St. Joseph's N.S., Kilcock, Co. Kildare**

1. **Behaviour**
   Be respectful of other people's views and their work Do not engage with online trolls or cyberbullies and report online trolls and cyberbullies to an adult. If the website you are using has a 'Report' function, use it.

2. **Language**
   Always use positive language online and be careful using capital letters, exclamation marks and emojis as these can change the meaning of what you're writing. Remember that comments will stay on the internet forever.

3. **Copying**
   Don't take credit for other people's work and make sure to say where you got your information from. Use search engines such as 'Kiddle' to find age appropriate and copyright free images.

4. **Judgement**
   Don't believe everything you read on the internet. Use your judgement and try to become aware of fake or untrue content. Try to find more than one source for your research.

5. **Privacy & Safety**
   Never give out personal information of your own or the information of other people. This includes your full name, address, school, phone number etc. Be sensible and safe. If you ever come across something that upsets you, tell an adult.