

St. Andrew's N.S.



Acceptable Use Policy

This policy should be read in conjunction with all other school policies.

Policy Ratified

18th November 2020

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Introductory Statement

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 Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the AUP will be revised regularly given the ongoing developments in technology. The AUP should be read carefully by all in the school community and explained to pupils in an age appropriate manner, to ensure that the conditions of use are understood and accepted.

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:

General

- Internet sessions in school will always be supervised by a teacher.
- Pupils will use the Internet in school for educational purposes only.
- The school's broadband is provided by the National Centre for Technology in Education (NCTE) who actively block inappropriate content based on site categorisation.
- Pupils and teachers will be offered training in the area of Internet Safety. This training is provided through the NCTE's Webwise Programme www.webwise.ie. Pupils will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute, or cause offence to pupils, parents and staff.
- 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 memory sticks or other digital storage media in school requires a teacher's permission.
- Pupils are expected to respect computers, hardware and software.
- Access is a privilege, not a right and that access requires responsibility.

World Wide Web

- Pupils will seek permission to use the internet.
- Pupils must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will immediately minimise the page and report the incident to the class teacher without attracting the attention of other pupils. The teacher will then report the incident to the principal.
- Pupils must use the Internet in school for educational purposes only.
- Pupils must not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils must never disclose or publicise personal information online.
- Downloading materials or images, not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils must 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.

Email

- Pupils are not allowed access their own email or social media accounts in school.
- Pupils (4th to 6th) should submit school work on Google Classroom.
- Pupils must not knowingly send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils must not reveal their own or other people's personal details, such as addresses, telephone numbers or personal pictures/images.
- Pupils will not have access to chat rooms, discussion forums outside Google Classroom, messaging or other electronic communications forums.

Google Classroom

In the event that an individual pupil, a pod, a class bubble or the whole school are instructed by public health to self-isolate, the school will engage with pupils through Google Classroom. (Please refer to Remote Teaching and Learning Plan)

If an individual pupil has been asked to self-isolate there will be a folder of work prepared for the pupil revising this month's work. This will be regularly updated by the class and support teacher. It is still our policy not to set school work for sick pupils or pupils away on holidays.

Permission:

From J1 to 2nd class we will set up the account via a parent's email and due to this there is an understanding that permission is granted.

From 4th to 6th class we set up individual accounts for pupils. Parents give permission for this through Aladdin Connect. (Please see Appendix 1)

Teachers may not set these up without the permission from a parent/ guardian. Pupils in these classes will be set up with an individual account and password which will be also given to parents to allow monitoring of work. Parents of these classes will access Google Classroom through their child's account.

The teachers will regularly review the use of digital media and will only use platforms recommended by the Professional Service for Teachers (PDST) and the Department of Education and Skills.

Zoom Assembly

In accordance with the current restriction on social gatherings the school will not be meeting together in the hall for weekly assemblies. As part of an effort to maintain a level of normality and keep a sense of community the school will conduct Zoom Assemblies.

- Teachers are not allowed to record this assembly.
- Teachers access this assembly via a designated password and through a waiting room to help mitigate against 'Zoom Bombing.'
- Pupils will behave appropriately during these assemblies and the principal/ deputy principal reserves the right to withdraw a class from assembly should any inappropriate comments, etc. be made.

School Website

- Pupils will 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 uploaded to the school's website by a member of staff.
- In the above regard, the School Secretary is authorised to upload materials to the public areas of the website. Class and Support Teachers are only permitted to

upload materials to the areas entitled Class Groupings, Green Group and Student Council, etc.

- The School's 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 may not independently upload material to the school website.
- 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 in which pupils are unidentifiable.
- Students' Personal information including surnames, home address and contact details will be omitted from school web pages. The use of student initials only is permitted.
- Pupils will continue to own the copyright on any work published.

Pupils may not use their own technology in school unless by agreement by the principal/ deputy principal. Please also refer to the school's Code of Behaviour. Prior permission for specific purpose use of these devices is required from the class/support teacher.

Pupils are prohibited from using their own personal devices to access the school Wi-Fi network.

Social Media Sites

Children are not allowed access to social media sites on the school computers. Many of these sites are blocked by the NCTE.

When using social media sites outside of school, we would ask that parents are cognisant of the following:

- All use of the Internet should be supervised.
- Many social media sites have minimum age requirements. We would advise parents not to allow their children to have accounts on Facebook, Twitter etc; until children are of an appropriate age.
- Do not "tag" photos or any other content which would identify any children or staff in a school.
- Do ensure that online messages and comments to the school are respectful. Any messages written via social media will be treated in the same way as written messages to the school.
- Do not make negative comments about children, staff or parents on social media accounts.
- Do not request to 'friend' a member of staff in the school as this is deemed inappropriate.
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Legislation

Current legislation with which parents and staff should familiarise themselves, relating to the internet include:

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

Personal Devices

Personnel devices such as mobile phones and ipads are strictly prohibited in school. Such devices must be switched off until the pupil leaves the school grounds.

Cyber Bullying

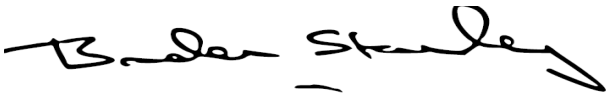
Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's Code of Behaviour.

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. (Please refer to the Anti Bullying Policy)

Ratification

This policy was ratified by the Board of Management on 18th November 2020 and will be reviewed as the need arise.

Signed: Rev Baden Stanley, Chairperson, St Andrew's N.S. Bray.



Date 18th November 2020

Consent Forms:

Appendix 1

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 has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website. (to be signed through Aladdin Connect)

Appendix 2 (JI to 3rd)

Use of Google Classroom as a Digital Portfolio Platform:

I acknowledge and consent:

1. To my child using Google Classroom as part of St Andrew's N.S' curriculum.
2. Any image of my child that I send in may be uploaded unto Google Classroom unless I state otherwise.
3. I agree to abide by the following Guidelines:
 - No sharing of my password or the login details with any other person outside my immediate family e.g. parents/ carers
 - All comments made by adults and pupils will be polite and respectful
 - If any inappropriate comments are made, St Andrew's N.S. reserves the right to with draw access until further notice.

Appendix 3: (for 4th to 6th class only)

Use of Google Classroom as a Digital Portfolio Platform:

I acknowledge and consent:

To my child using Google Classroom as part of the School Curriculum and to him/her abiding by the following rules laid out below:

Rules for Pupils Using Google Classroom:

1. Pupils may only use their account for school based activities as instructed by the class teacher.
2. Pupils may not add profile pictures.
3. Pupil passwords must not be shared with anyone except teachers and parents/ guardians.
4. Pupils may not change their password unless instructed to do so by the class teacher.
5. Pupils may post questions and comments on the Google Classroom feed. This setting will only be activated when necessary.
6. Comments and questions must be appropriate and respectful.
7. Each pupil will be allocated an individual private folder for uploading their work. They will not have access to each other's folder.
8. The teacher may decide to share some work e.g. a project on the stream which can then be viewed by all. Pupils will be informed prior to this.

9. All pupil accounts will be deleted when they leave the school.
10. The school reserves the right to terminate individual accounts should these rules not be adhered to.