

Acceptable Use Policy

St. Paul's National School - Ratoath



Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Digital Learning (DL) resources in a safe and effective manner. It applies to all of the school's DL devices and resources (i.e., all computers, iPads, Chromebooks, laptops and other ICT resources that connect to the school's network). In our school, we believe in the educational benefits of enabling the pupils supervised access to the Internet and every reasonable precaution is taken to provide for online safety.

It is envisaged that school and parent representatives will revise the AUP as need arises. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Parents are asked to read the AUP and tick the appropriate box on the Permission Form sent on Aladdin.

For younger children, the undertaking of the Parent is sufficient.

Parents of children who are in 2nd class and up are asked to read the attached school's Acceptable Use Policy with their child, agree to the stipulations at the end and tick the appropriate box on the Permission Form sent on Aladdin.

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

- A teacher will always supervise internet sessions.
- Filtering software such as the Schools' Broadband Programme and our internal firewall will be used in order to minimise the risk of exposure to inappropriate material.

- The Irish Schools' Broadband Programme provides an integrated set of services to schools, which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the National Centre for Technology in Education (NCTE), working closely with the Department of Education. They are coordinated and supported by the NCTE Service Desk, which is the single point of contact for schools for all broadband related issues.
- The school will regularly monitor pupils' Internet usage via the class teacher.
- Pupils and teachers will be provided with training in the area of Internet safety.
- 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, or other digital storage media by a pupil in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (Please refer to our Anti Cyber-Bullying Policy)

Use of the Internet

- All staff members will have access to the internet for professional use during school hours.
- Pupils will use the internet in school for educational purposes only. There may be occasions when a teacher may allow pupils to watch an age-appropriate film or short video clip.
- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will be taught to immediately minimise 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 IT -coordinator.
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will never disclose or publicise personal information, either their own, or that of others.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils 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.
- When using the internet pupils, parents and staff are expected to:

- treat others with respect at all times.
- not undertake any actions that may bring the school into disrepute.
- respect the right to privacy of all other members of the school community.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Direct Communication using the Internet

Email / Internet Chat

- Pupils may use approved class email accounts under supervision by or permission from a teacher.
- Pupils may send emails as part of planned lessons.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as login details, addresses, telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils will note that sending and receiving email attachments is subject to permission and supervision from their teacher.
- Incoming mail to pupils will not be regarded as private.
- Pupils will not send text messages to or from the school email.
- Pupils will not have access to social media.
- Pupils will only have access to chat rooms, discussion fora, messaging or other electronic communication fora that have been approved by the school. These will only be used for educational purposes and will always be supervised.
- School administered usernames will be used to avoid disclosure of identity.

Online/Distance Learning

Teachers in the school may choose to use a number of online tools or applications (apps) for classroom communication, especially during school closures, eg. Covid-19 restrictions. Examples include teacher email addresses, Google Classroom, Zoom, Seesaw and Class Dojo. Some of these provide synchronous video opportunities whereby a staff member directly speaks to the children live e.g., through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online or any online communication.

- Where necessary, obtain consent from parents for the use of classroom communication apps and the digital content (photos and/or videos of pupils) that may be produced on these.
- All meetings will be password protected.
- All synchronous lessons online and online communication will require the presence of two staff members.
- All people involved in the meeting will conduct themselves in a manner that is akin to what would be expected in a regular class.
- The staff member has the right to "remove" any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a pupil and a member of staff, another adult must be present at the meeting.
- In the case of email, no staff member should directly email a pupil; parent email addresses should be used instead. Exceptions may be made following discussion with the principal or deputy principal and the parents will always be cc'd in on the email.
- Only pupils with a school administered username and their video turned on will be allowed access to the online learning platform.

School Website

- Pupils may be given the opportunity to publish teacher-approved projects, artwork or schoolwork on the school website /seesaw.
- A teacher will coordinate the publication of student work on the school website /seesaw.
- Digital photographs, audio or video clips of individual pupils will not be published on the school website /seesaw, with the child's full name. Instead photographs, audio and video clips will focus on group activities and will only include names in group settings. Any exception to this will be after receiving permission from the child's parent.
- Personal pupil information including home address and contact details will be never be published on the from school website.
- Pupils will continue to own the copyright on any work published.

Safeguarding

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable.

Key Concerns are:

- **Potential Contact:** Children may come into contact with someone online who may wish to harm them. Some adults use social networks, chat rooms and/or e-mail to communicate with children for inappropriate reasons.

Children should be taught:

- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never disclose personal details.
- That they should never arrange a face-to-face meeting with anyone contacted via the Internet.
- That once they publish information it can be disseminated with ease and cannot be destroyed.

Expected use of Mobile Digital Devices (Laptops/iPads)

- Devices must be handled with care at all times.
- Any damage to a device must be reported immediately to the teacher. The teacher must then inform the IT coordinator and/or school principal.
- Pupils should follow teachers' instructions at all times, and only access the applications to which the teacher has agreed.
- Pupils cannot access web browsers (such as Chrome or Safari) unless they have their teacher's permission.
- The camera and audio recording functions may only be used under the teacher's direction.
- Audio or visuals recorded at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- Pupils should only ever use their own login details/identity when using the devices.

- Mobile digital devices should not leave St. Paul's N.S. grounds unless the principal gives permission.
- Devices are to be stored in the strong room and brought to and from there by staff members only.

Personal Devices

Please see the school's Mobile Phone and Device policy for further information.

Review

This policy was reviewed by the Board of Management on the 4th of October 2023.

Permissions

Parents are asked to read the attached school's Acceptable Use Policy, and tick the appropriate box on the Permission Form sent to you on Aladdin.

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 accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety. I understand that Internet access is intended for educational purposes. I also understand that the school has taken every reasonable precaution to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

For younger children, the undertaking of the Parent (above) is sufficient.

Parents of children who are in 2nd class and up are asked to read the attached school's Acceptable Use Policy with their child, agree to the following stipulations and tick the appropriate box on the Permission Form sent to you on Aladdin.

- I will ask permission before entering any Web site.
- I will not bring external storage devices such as USB drives into school without

permission from the teacher.

- I will not use email for personal reasons.
- I will only use email for school projects and with my teacher's permission.
- The messages I send will be polite and sensible.
- I will ask for permission before opening an email or an email attachment.
- I will not use Internet chat without supervision.
- If I see anything unpleasant or anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately because this will help protect other pupils and myself.
- I know that the school may check my computer files and may monitor the sites I visit.
- I will handle the school's Digital Learning devices with the utmost care at all times.
- I will report any damage that has occurred accidentally or otherwise to a teacher and/or the ICT coordinator.
- I understand that if I break these rules, I could be stopped from using the Internet and computers and my parents will be informed.
- I will not complete or send forms without permission.
- I will not give my full name, address or telephone number when using the Internet.
- I will not download any software from the Internet.
- I will never organise a face to face meeting with someone using email, Internet or chat rooms.
- I agree to follow the school's Acceptable Use Policy on the use of the Internet and the school's Digital Learning devices. I will use the Internet in a responsible way and obey all the rules explained to me by the school.