

## **St. Joseph's N.S., Leitrim Village, Roll No:01125B**

### **ICT: Acceptable Use Policy (AUP Policy)**

#### **Aim**

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 on a regular basis. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This AUP was created by the ICT coordinator and staff in December 2015 and revised in December 2017. This policy was reviewed again in September 2018 following the publication of DES circular 38/ 2018 'Consultation with the school community including teachers, students and parents on the use of smart phones and tablet devices in schools'. Distance learning became a new concept in the Irish Education System in March 2020 due to school closures due to Covid 19 and this policy needed to be reviewed to incorporate new ways employed by teachers to communicate with pupils and parents to continue education.

This policy should be read in conjunction with the school 'ICT Policy' and the school 'Smartphone, Tablet and Electronic Devices Policy'. This Policy applies to staff and students of St. Joseph's N.S. The School reserves the right to amend this policy from time to time entirely at its discretion. This Policy should be read carefully to ensure that the content is accepted and understood.

#### **School Strategy**

The school will employ 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: -

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all students.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- 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.

It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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.

## **General**

### **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.
- Students 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 USB keys in school requires a teacher's permission.
- Students 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.

**Note:** The following points must be adhered to by pupils at our school. Teachers will 'police' the use of e-mail, and web access insofar as is humanely possible, having regard for the fact that teachers will have no governance over the content of material received through e-mail/attachments etc. from other schools/sources. One can only trust that the supervision afforded the 'sender' is as vigilant as that which teachers offer the pupils at our school.

## **World Wide Web**

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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

## **Email**

- Students will not send 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 that is subject to permission and direct supervision from their teacher.

## **Internet Chat**

- Students will not have access to chat rooms, discussion forums or other electronic communication forums

## **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, 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.

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- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- If teachers are using Zoom, parents/guardians must consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

**School Website:** [www.leitrim-ns.ie](http://www.leitrim-ns.ie)

- Pupils will be given the opportunity to publish projects, artwork or school work on the world wide web.
- The publication of student work will be co-ordinated by a teacher or 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.
- Digital photographs, audio or video clips of students will not be published with their names on the school website.
- Students' names (either Christian or Surname) will not appear on school website.
- Where a name appears on a piece of artwork or writing etc every effort will be made to crop this or remove before uploading online. Teachers are to be vigilant as to 'hidden names' on copies, pencil cases, name badges when using images or footage from classrooms. Should these appear on school website, Twitter or other online form and this is brought to the attention of any teacher these images will be removed.
- Should any parent object to any image of their child being included on the school website, having previously given permission, these images will be removed as per parents' wishes
- Pupils and or Teachers will continue to own the copyright on any work published.

The school website will be used as a form of communication between the school and parents and the wider school community during the school Covid 19 closure.

**St. Joseph's N.S. Twitter and Facebook account**

**The purpose having of a class Twitter account is to provide: -**

- Communication with parents regarding specific events and activities
- Communication with wider audience of school life via possible communication tours - photos of pupil's projects, notice boards, etc.
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school and enrolment dates
- Communication of student news and parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now social med

**Those using our social media site must abide by the following: -**

- All use of the school Twitter Account and School Facebook Account is moderated by a teacher(s)
- Pupils will not have access to school Twitter or Facebook Account.
- Account settings are set to maximum privacy level on both
- Users cannot advertise products or services on our school Twitter or Facebook account
- Users should not post anything on the page that could be deemed as offensive inappropriate or harmful comments/content will be removed immediately
- Users should not add comments that can identify children

**The sanction for breaking these rules is automatic blockage from our Twitter or Facebook account.**

**School Twitter and Facebook Accounts**

From time to time teachers may wish to share information from their class via teacher controlled social media outlets. A designated teacher(s) will have explicit control of this and no student will ever be allowed to upload or access to either of these outlets in school. The main aim of both these forms of Social Media is to keep parents informed. The privacy settings on either of these social media accounts will be set to the maximum and only a teacher or staff member will have control of these settings. If you do not wish to have your children appear on either of these, please make it known to the secretary, class teacher or principal or in the case of new students upon enrolment.

If a teacher wishes to set up their own class Twitter account or class Facebook account, a form, contained in appendix 3, will be filled out and returned to the school.

During the school Covid 19 closure the school facebook page will be used as a way of communicating with parents and the wider school community. Two members of staff will control the school facebook page, upload posts, photographs and videos. The appointed members of staff should consult with the principal prior to uploading any item or post. As above no pupil names will be posted on the school facebook page.

- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our school website/ facebook page/ App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) 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 will review the content of the website regularly. Appointed staff will review content on school social media sites regularly and consult with the Principal when and where necessary. The Principal and the Board welcome any suggestions about how the content may be improved.

- If any parent or 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.

### **Personal Devices**

Pupils are not allowed bring personal smart phones, tablets or electronic devices to school as per the school policy on 'Smart Phones, Tablets and Electronic Devices'. Teachers may use personally owned devices such as digital cameras, phones and tablets for educational purposes. Any images or recordings taken by teachers or staff on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source. Please see the school policy on 'Smart Phones, Tablets and Electronic Devices' for more information.

### **Legislation and Regulation**

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003  
<http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998  
<http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Video Recording Act 1989 <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 <http://www.irishstatutebook.ie/ZZA25Y1988.html>
- Interception Act 1963 <http://www.acts.ie/zza10y1993.1.html>

### **Support Structures and Education**

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

NCTE - <http://www.ncte.ie/InternetSafety/>

Webwise - <http://www.webwise.ie/>

Make IT Secure - <http://makeitsecure.ie>

Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

### **Use of Information Communication Technology ("ICT") Resources**

- Your school name information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities.

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- 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 web sites (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, or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes 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").

**Sanctions**

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the School Code of Behaviour. 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.

**Ratification, Review and Communication**

This policy was last ratified by the Board of Management on 18<sup>th</sup> June 2020. This policy will be uploaded to the school website, [www.leitrim-ns.ie](http://www.leitrim-ns.ie) where all parents can access it.

Teachers will also be given a digital copy on the school plan memory stick. This policy will be ratified on two years or sooner, should the need arise.

Signed: -

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Chairperson of BOM

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Principal

Date: 18/ 06/ 2020

*Appendix 1*

*The following will appear on the school Admission Form:*

**Photographs:**

From time to time a class teacher or photographer may take photographs of children or classes in the school, for educational purposes. These photographs may be displayed in the classroom, school building, school website or school Facebook page. Please sign below if you **do not wish** you child's photograph or video to appear on any of the above.

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**Work displayed on school website:**

From time to time your child's work may be displayed on the school website. Please sign below if you **do not wish** your child to appear on the school website.

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*Appendix 2*

*If a teacher wishes for their pupils to access the internet on the school computers, the following form will be filled out and sent home before any such activities take place.*

**Re: Internet Permission Form**

Dear Parent / Guardian

As part of the school's IT programme we may offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful. To minimise the risk of children accessing any of this material, on the advice of our IT consultants, we have installed firewall.

The Internet will be used to further educational goals and objectives, but pupils may find ways , accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow their children access the Internet in school.

Signed: \_\_\_\_\_

Parent(s)/  
Guardian

Signed: \_\_\_\_\_

Pupil

Date: \_\_\_\_\_

*Appendix 3  
Parental Consent Form for Twitter/ Facebook*

Dear Parent / Guardian

We will be using Twitter/ Facebook in the classroom to share our news, to tell what we are learning about, to display our work, to interact with other classes in Ireland and around the world.

This is also a great way to encourage children to talk to you about the day they had in school and about what activities they took part in. Occasionally, we will post photos of our work and group photos of the children. We will **NEVER** post a child's name with their photograph.

The class account is \_\_\_\_\_ on Twitter / Facebook

Please take time to look at tweets and if you are happy to, please sign the form below and return it to me as soon as possible.

Thank you,

Class Teacher

**Please sign and return to class teacher as soon as possible.**

I agree that my child may appear in group photographs on the class Twitter account.

Child's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

*Appendix 4*  
*Permission Form*

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

Dear Parent(s)/Guardian(s),

The staff and Board of Management of school name have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

*Acceptable Use Policy (AUP) Permission Slip*

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

**Pupil**

I agree to comply with the school AUP (acceptable use policy) on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent**

As the parent or legal guardian of the above pupil, I have read the acceptable Use Policy and grant permission to my son/daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_