Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

This version of the AUP was created on 31st January 2019

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 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 students' 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 sticks, CD-ROMs, 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

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
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information
- Downloading by students of 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

Email – *Please note email for students is not in current practice in the school... 2019 – will be ammended as required...*
- Students will use approved class email accounts under supervision by or 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.

St. Cuana's N.S. Kilcoona, Headford, Co. Galway

Communication

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The internet is open to potential dangers when used inappropriately.

We would ask:

- 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. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- 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.
- 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.

091-791542   info@kilcoonans.ie

School Website

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Twitter, YouTube, Scribd and Google+

- 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 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 using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- 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 of focusing 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 file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Mobile Phones / Electronic Devices

- Students are not permitted use of mobile phones or electronic devices on school grounds.
- Usage of mobile phones/ electronic devices must be in adherence to the Mobile Phone / Electronic Devices Policy. This Policy is currently being developed alongside our AUP Policy.
- The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource. We use school iPads for our Literacy and Numeracy station teaching.
- Many features on mobile phones / electronic devices such as Organiser (calendar, calculator, convertor etc) Applications (voice recorder, stopwatch, image editor, video recording) or even Alarms are very useful and may be used by the class teacher.
- 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 usage policy.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorised taking of images by students with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy. Staff may use their mobile phone to capture images at events where a school iPad is unavailable e.g. matches, sports events, outside school competitions, but this photo will then be emailed to the school and deleted from the staff member's phone immediately.
- Please see Code of Behaviour for further information.

Support Structures

St. Cuana's N.S. endeavours to have support structures in places 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 through SPHE for pupils from 2nd – 6 th class.

- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians bi-annually to all parents in the school. Last talk 9th October 2018.

- Community Gardaí link in with classes re Internet Safety and Cyber Bullying annually.

- Staff will be encouraged to partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.

Remote Learning during Coronavirus Pandemic 2020

The Board have put in place, staff email addresses using the kilcoonans.ie domain to be used as a communication method between parents and teachers for the duration of the Covid19 crisis.

Having consulted the 'Guidance on Continuity of Schooling' document from the Department of Education and Skills, the Board has sanctioned the use of the PDST recommended SeeSaw as a platform for teachers to engage with their students. On acceptance of the unique student code from the class teacher and in logging on to the SeeSaw platform, the Board will deem this as explicit consent by parents/guardians for use of this platform by teachers to communicate work to students and feedback to students on work submitted.

<u>Sanctions</u>
Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour.
Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.
The school also reserves the right to report any illegal activities to the appropriate authorities.

<u>Ratification</u>
This policy was last ratified by the BOM on <u>23rd April 2020</u> via virtual Board of Management meeting. The Governance Manual for Primary Schools 2019 – 2023, Section 13.3 provides for the use of a 'conference call' to facilitate a Board meeting.

Signed: <u>Tom Callanan</u>
            Chairperson Board of Management

Signed: <u>Sabrina Melvin</u>
             Principal

<u>Review</u>
            <u>April 2023</u>

Or if guidelines or legislation dictates a time before then.