

Acceptable Use Policy

of St. Conleth’s National School.

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# Aim of the AUP

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to students, members of staff, volunteers, parents, carers and others who have access to and are users of the internet in St. Conleth's National School.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This AUP was updated by staff, parents and BOM of St. Conleth’s National School in January 2021.

# 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:

* Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy.
* It is important that parents/guardians and pupils are aware of our Anti-Bullying Policy.
* Level 4 “Fortiguard Filtering Software” provided by the National Centre for Technology in Education (NCTE) is used through the school in order to minimise the risk of exposure to inappropriate material. This level is currently used by the majority of schools in Ireland. It allows access to millions of websites including interactive educational games and 'YouTube', while also blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore, websites, blogs and apps such as Tik Tok, Snapchat and Facebook are not accessible within the school.
* Internet sessions will always be supervised by a teacher.
* The school will regularly monitor students’ internet usage.
* 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.
* Students will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
* St. Conleth's National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
* Should serious online safety incidents take place, Mrs. Kirk should be informed.

# Web Browsing

* 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 the classroom to their teacher.
* Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
* Students and staff 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.
* Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable usage policy.
* Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Students will never disclose or publicise personal information.

# Email, Google Drive, Internet Chat

* Students will use approved class email accounts in school under supervision by, or with permission from a teacher.
* Students should be aware that email communications are monitored.
* The use of student personal email accounts is not allowed at St. Conleth's National School.
* Students should not use school email accounts to register for online services such as social networking services, apps, and games.
* Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.
* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example Kahoot, Edmodo, Seesaw, Google Drive, Class Dojo.
* Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
* Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

# Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Conleth's National School:

* 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, such as Twitter, may be used by teachers in class. 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, TikTok, 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.
* Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, or other members of the St. Conleth's National School community.
* Staff and students must not discuss personal information about pupils, staff and other members of the St. Conleth's National School community on social media.
* Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
* Staff and students must not engage in activities involving social media which might bring St. Conleth's National School into disrepute.
* Staff and students must not represent personal views as those of being St. Conleth's National School on any social medium.

# Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment. The following statements apply to the use of personal devices such as, but not restricted to, phones, tablets, iPads, gaming devices, and digital music players in St. Conleth's National School;

* Students’ personal devices, unless authorised by a teacher, are not to be used on school premises. Each student must ensure all personal devices are SWITCHED OFF in the school building. Note: Devices in ‘Silent’ or ‘Vibrate’ mode are not considered ‘off’.
* Connecting or attempting to connect to the school’s network system (wired or wireless) without authorisation is in direct breach of the school’s AUP.
* The unauthorized capture of images, video or audio is in direct breach of the school’s AUP.
* Students are not allowed to bring personal devices on school tours or to other out of school events.
* Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

# Images & Video

* At St. Conleth's National School, students must not take, use, share, publish or distribute images of others without their permission.
* Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
* Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
* Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
* Sharing explicit images and in particular explicit images of other students is an unacceptable and absolutely prohibited behaviour. It is considered a gross misdemeanour and as per the school’s Code of Behaviour, automatically incurs suspension as a sanction.
* It is presumed on acceptance of this AUP that permission to use the child's image or representations of the child's work in photos, images, presentations or videos etc. on the school website, social media accounts and/or publications and local newspapers is granted. **Should you wish to exclude your child from such publications, please inform the school office in writing.**

# 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, Seesaw and Google+

* Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
* The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff. Personal information such as home address and contact details will not be published.
* Webpages allowing comments or user-generated content, such as Seesaw, Google Classroom, Class Dojo etc., will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
* The publication of student work will be coordinated by a teacher.
* St. Conleth's National 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 student information including home address and contact details will not be published on St. Conleth's National School web pages.
* St. Conleth's National School will avoid publishing the last name of pupils in video or photograph captions published online.

# Remote Learning

**Guidelines for good online communication:**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families via tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Google Classroom)
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian’s email address. Essentially, by virtue of the student logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. St. Conleth’s National School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

**Guidelines for staff members using online communication methods:**

1. For child protection reasons, more than one staff member must be present for meetings from 3rd – 6th class. In the case of younger classes, one teacher will suffice. However, the teacher must record the meeting and store it securely on their GSuite drive, and thus delete from the device.
2. Staff members will communicate with students and families during the hours of 9am - 3pm, where possible.
3. Staff members will have high expectations regarding student behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with students.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a student.

**Rules for pupils using online communication methods:**  
For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Zoom:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Staff members will notify parents/guardians of the date, time and password for a video call via email.
11. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a student.

**Guidelines for parents and guardians:**  
For learning:

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which students send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with students.

For video calls/Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
11. It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child’s parent will receive a report on the incident.

# Cyberbullying

The school will take any report of cyberbullying seriously and will investigate credible reports immediately. The school will follow procedures for investigation, follow-up and recording of bullying behaviour in accordance with the Anti-Bullying Policy. Examples of cyberbullying behaviour are defined in Appendix 1 of the school’s Anti-Bullying Policy.

It is worth noting that 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 will be dealt with, as appropriate, in accordance with the school’s code of behaviour. However, in accordance with the Anti-Bullying Procedures for Schools, St. Conleth's National School considers that 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.**

* Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
* Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school’s Anti-Bullying Policy.
* Students who make a report are requested to preserve evidence of cyberbullying, e.g. a screenshot or a copy of an email, text message, picture or any other electronic form.

# Legislation

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

* Data Protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988
* Anti-Bullying Guidelines for Primary Schools (2013)

# Sanctions

Misuse of the Internet, including bullying or discrediting others, may result in disciplinary action, including verbal and/or written warnings, withdrawal of internet access privileges, communication with parents, referral to principal and, in extreme cases, suspension or expulsion, as outlined in the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

St. Conleth's National School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated Codes of Behaviour and Anti-Bullying policies. In such cases St. Conleth's National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

This Policy was ratified by the Board of Management of St Conleth’s N. S. on 19/01/2021.

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(Chairperson) (Principal)