

Acceptable Use Policy

Introduction

St. Paul's National School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use. We maintain www.stpaulscollooney.com as our school website.

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

Technologies Covered

St. Paul's National School may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums e.g. google classroom, coding/robotic resources, blogs and more.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

Pupil Access to the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, learning pathways and databases throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Acceptable use of ICT will be taught to all classes and use will only be permitted upon submission of permission form by parents of pupils (see Appendix 1).

- Pupils will not be given access to the Internet without teacher supervision.
- Internet will be used for educational purposes only.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils will receive training in the area of internet safety.
- Pupils will be taught to evaluate the content of internet sites.
- Uploading and downloading of non-approved material is banned.
- The use of memory sticks or external storage devices in school requires a teacher's permission.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the St. Paul's N.S. existing Code of Behaviour.
- 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.

- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.
- After using school laptops, students must ensure that they are shut down and stored correctly.

Filtering

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At St. Paul's N.S., we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed. We encourage the use of child-friendly search engines such as kiddle and kid-rex.

Anti-virus software is purchased and installed on the laptops annually.

Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school
- a parent / guardian if they are at home.
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without parental permission.
- Students should never agree to meet someone they meet online in real life without parental permission.
- Students must not take, use or share images of or from other students in school on school online platforms.

Photographs and School Website

St. Paul's N.S. use the blog and website to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to compliment text content on the blog and website.

We advise the following:

- Photographs of the children will only be displayed online through our school website with explicit consent from parents/guardians through a note signed at the start of the year.

- Generally, children will not be named on the school website. Should their first name be used at any stage, permission will be sought by parents/guardians.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible.
- Pupils projects, artwork or school work will be published on the school website.
- Teachers have full editorial rights over the school website and blog. Students will not have access to relevant passwords.
- Photos/videos on our website 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.
- Any images or recordings taken of children by class teachers on smartphones or other personal devices will be downloaded onto their school Google Drive and/or on to the school affiliated website and then immediately deleted from source.

Email/Google Drive

- When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- 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 note that sending and receiving email attachments is subject to permission from their teacher.

Distance Learning

- St. Paul's N.S. recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing and messaging among students e.g. zoom, seesaw and google classroom.
- In circumstances where teaching cannot be conducted on the school premises, teachers may use email, Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, 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.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@st-pauls.ie.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can 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.
- Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

St. Paul's N.S. own mobile devices

St. Paul's N.S. may provide students with laptops, tablets or other devices to promote learning both inside and outside of the school.

Students should abide by the same acceptable use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher immediately. Use of school issued mobile devices will be monitored.

At home, parents are advised to monitor the use of these devices which are solely for educational purposes.

Mobile devices in the possession of St. Paul's N.S. students

Students may not use personally-owned devices in school (e.g. laptops, tablets, digital-cameras and smart-phones) for educational purposes, unless explicitly stated in notes written by their classroom teacher and read and signed by parents/guardians.

Personally-owned devices may be permitted on school outings e.g. school tours.

Appropriate online behaviour and adherence to the acceptable use policy should always be used.

Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school blog/website and their school projects.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- The school will encourage students who create original content to claim ownership of it.

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
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Use of Information Communication Technology ("ICT") Resources

St. Paul's N.S. 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.

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").

Cyber-bullying

Cyber-bullying is a type of bullying behaviour outlined in our Anti-Bullying Policy. Cyber-bullying is not accepted and school procedures detailed in the Anti-Bullying Policy will be followed for dealing with cases of cyber-bullying.

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 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.

This policy was ratified by the Board of Management on _____

Signed: _____
Chairperson of Board of Management

Signed: _____
Secretary/Principal

Date: _____

Date: _____

Date of next review: _____

Appendix 1

Dear Parent(s)/Guardian(s),

The staff and Board of Management of St. Paul's N.S. 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 Permission Slip

Name of student: _____

Class/Year: _____

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____ Date: _____

