THE BOARD OF MANAGEMENT

St. Attracta's Junior National School

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— Tús Maith —

ACCEPTABLE USE POLICY (AUP)

September 2020

ACCEPTABLE USE POLICY

The aim of this **Acceptable Use Policy** is to ensure that staff and pupils will benefit from the teaching and learning opportunities provided by the school's Internet resources in a secure, safe and appropriate manner. Internet use and access is considered a school resource and a valuable educational tool. Therefore, if either staff or pupils use this resource inappropriately the B.O.M. of St. Attracta's Junior School has the right to impose sanctions.

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School's Strategy

The school has employed a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. All teaching and non teaching staff should be aware of these strategies:

Security Measures

- **Teachers or an SNA under the direction of a teacher** will access any Internet site to be used by pupils.

- A teacher will always directly supervise Internet sessions when pupils are on line. Teachers on lunchtime duty and S.N.A.s will monitor the use of educational websites such as Story online and Topmarks during the second lunch break.

- Staff will not access the Internet for personal use during school hours (excluding lunch times or other official breaks).

- Teachers will filter Internet based materials and resources prior to using them in class, in order to minimise the risk to pupils of exposure to inappropriate material. Staff members have been made aware of websites about internet safety and it is their responsibility to familiarise themselves with the content. www.webwise.ie / www.ncte.ie / www.safeinternet.org

- Uploading and downloading of software is at the discretion of the teaching staff and should be based on its educational relevance. Any unsuitable material is not to be downloaded on school computers or school laptops by any member of staff.

- Teachers are responsible for running "Full Scans" and "Active Scans" as well as up-dating virus protection software when prompted especially on school laptops and PCs that are connected to the Internet.

- The use of pupil's personal DVDs or CD-ROMs in school requires a teacher's permission and supervision. Teachers should be aware of the content prior to usage.

- Only movies with a "G" (general) rating can be shown in school

- Staff will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may offend colleagues or bring the school into disrepute. Staff will ensure that the pupils will do likewise.

Use of the Internet

- Pupils will use the Internet in school for educational purposes only.
- In the event of a child accidently accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of other pupils. The teacher should report the incident to the ICT Co-coordinator.
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 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.

Use of school iPads.

- Pupils should never leave their school iPad unattended when in use.
- Pupils should follow teacher's instructions accessing only, the applications to which the teacher has directed.
- Pupils require permission before sending any form of electronic message.

- Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under a teacher's direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a pupil accidently accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of other pupilts.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Email

- Pupils may use approved class email accounts under direct supervision by a teacher.

- Staff and pupils will not send or receive any material that is illegal, obscene, defamatory, and inappropriate or that is intended to annoy or intimidate another person.

- Pupils are not allowed to access their own email accounts in school.

- Teachers will ensure that pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Teachers will always supervise pupils when sending or receiving e-mail attachments.
- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. In our school this could be Seesaw, Google Classroom Meets or Zoom. (to be decided by staff in September 2020)
- All e mail contact between school staff and a pupil must take place via a parent's or guardian's e mail account

Legislation

Teachers have been made aware of legislation relating to the use of the Internet which they should familiarise themselves with:

- Data Protection (Amendment) Act 2003
  www.irishstatutebook.ie/ZZA6Y2003.html
- Child Trafficking and Pornography Act 1998
  www.irishstatutebook.ie/ZZA22Y1998.html
- Interception Act 1993
  www.irishstatutebook.ie/ZZA10Y1993.html
- Video Recordings Act 1989
  www.irishstatutebook.ie/ZZA22Y1989.html
- The Data Protection Act 1988
  www.irishstatutebook.ie/ZZA25Y1988.html

School Website

- Pupils will be given the opportunity to publish work on the school website with parental consent.

- Digital photographs of individual pupils will not be published on the school website. Photographs will focus on groups rather than individuals.

- Personal pupil's information (name, address etc) will be omitted from the school web pages.

- Pupils will continue to own copyright on any work published. The website is monitored to ensure that there is no content that compromises the safety of pupils or staff.

Personal Devices

- The Board of Management (BOM) of St. Attracta's JNS does not authorise pupils having access to or using their own personal mobile phones, smart watches or any other device which is capable of taking photos or audio-visual recording in school.

- Staff should **<u>never</u>** allow a pupil have access to their (i.e. the staff member's) personal digital devices e.g. mobile phones (on which to play games, make calls, view photographs or video etc)

- Except in very limited circumstances (e.g. emergencies) staff should only use school telephones to make telephone contact with the home

<u>Distance Learning</u>

Should circumstances make it necessary to use Distance Learning, please note the following:

Aladdin Schools will be used to email work, weekly timetables, and activities to parents. Parents will have a choice of emailing activities, recordings, photographs to their teacher's online learning school email or using the Seesaw platform to return some or all activities.

Seesaw
The school has adopted Seesaw as the preferred digital learning platform for future

blended learning. During school time Seesaw maybe used as an instructional tool

during the school day as well as for assigning homework activities as the need

arises.

[Seesaw](#) is a digital portfolio tool which allows pupils to store their work in an online

space and gain feedback from their teacher. It can be used on a computer (PC) or

tablet. It effectively enables teachers to set tasks or assignments and include

instructions or templates for students to use at home. An unique 12 letter code

will be emailed to parents to ensure that each student will only have access to

his/her own account. Parental permission will be sought and given prior to pupils

engaging with the Seesaw platform.

Please refer to the" Pupil's Acceptable User Policy" (which will be emailed to you) to give your consent to allow your child to use Seesaw

Zoom video communication platform may be used by school staff to support

pupils in the event of school closure. This will particularly apply to pupils with

particular needs or Special Educational Needs. Due to GDPR considerations a

parent or guardian is required to be present with the child for the entire duration

of the zoom meeting. Zoom meetings or any other recorded materials sent from

school to the home must not be recorded or distributed.

Other platforms that may be used by teachers

Google Classroom/ Class Dojo

Support Structures

The school will inform students and parents of key support structures and

organisations that deal with illegal material or harmful use of the Internet.

Parents will regularly receive information and advice regarding Internet safety in

the home. This will include updates on new apps, online games etc which

parents need to understand and control on their home devices (phones, tablets,

laptops, smart tvs, playstations, xBox etc).

<u>**Sanctions**</u>

The Staff are aware that the misuse of the Internet may result in disciplinary action. (Teachers please refer to D.E.S. *Circular 0060/2009 "Revised Procedures in relation to Professional Competence Issues and General Disciplinary Matters".* SNAs please refer to *D.E.S. Circular 0072/2011 "Grievance and Disciplinary Procedures for SNAs"*).
The B.O.M. will comply with its legal obligations to report any illegal activities to the appropriate authorities where such obligations exist.

Misuse of the Internet by staff or pupils will be reported to the Principal and it is the responsibility of the Principal to investigate the incident and to inform the B.O.M.

Implementation/Dissemination

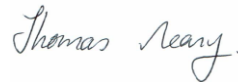In preparing this policy, all staff members were consulted.

This AUP policy has been distributed to all staff and the parent body of St. Attracta's JNS. Staff members and parents/guardians are required to read and sign their acceptance of the policy. A copy of the policy and the document signed by all members of staff employed by the BOM will be retained in the Principal's Office.

Ratification and Review:

This document will be reviewed at regular intervals in order to monitor, evaluate and review progress.

This AUP. POLICY was ratified by the B.O.M. on September 21st 2020.

Signed:

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Paddy Gough, Chairperson, BOM   Thomas Neary, Principal