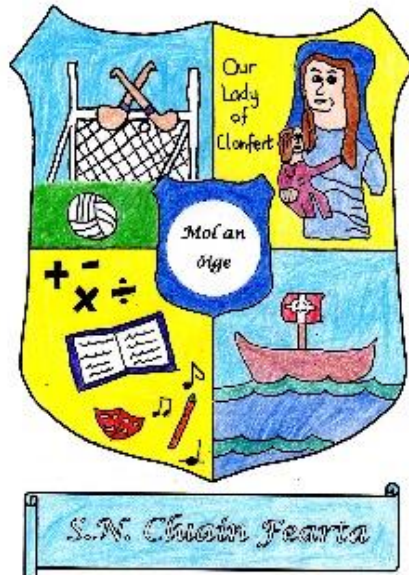# Acceptable Use Policy

# St. Brendan's NS, Clonfert

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# Primary School Acceptable Use Policy

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of St. Brendan's NS, Clonfert. 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. The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

## School

The School employs 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 (Level 3 on pupil devices, Level 4 on Teacher laptops), 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.

# Use of the Internet

- Students will be taught specific lessons on online safety by teachers and approved experts in this field.

- Students will not knowingly attempt to visit Internet sites on school Devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.

- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.

- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.

- Students will not upload, download or otherwise transmit material that is copyrighted on school devices.

- Students will not disclose or publicise personal or confidential information to others online.

Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.

- Students will not examine, change or use another person's files, username or passwords.

- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

# Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, Microsoft teams or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary. Please see our remote learning plan.

- 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.

- Parents/guardians will be provided with Home Learning Code and will be expected to monitor their child's use of the Online Platforms.

- If teachers are using Zoom, parents/guardians must consent to allow their child access to the lessons. Parents can consent by accepting a invitation from the school sent to 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. See our Remote learning plan for rules on Zoom classes.

# School Website

The school's website address is: www.clonfertns.ie

- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.

- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website. The only exception will be written parental consent in the case of a charity event or fundraiser.

- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.

- 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 website *should not* be copied or posted to any social media or other website or published in any way.

- The Principal will review the content of the website and the social media sites regularly. 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.

## Facebook

Aims of our Facebook page:

- To enhance our communication network using our Facebook page and facebook group. We will also continue to use the school website, and email.
- Our paper notes will be greatly reduced as a Green school.

- To advertise the school itself and increase awareness about the school

- To use Facebook as a means of marketing the school to a wider audience

- To facilitate communication and networking opportunities between parents, especially new or prospective parents.

- To publicise school events, fundraising e.g. Christmas show, school finals, fundraisers etc.

- To use Facebook as a means of contact with past pupils and past parents

- To announce any new information as it appears on our school website

- To highlight school achievements in a forum where they can be shared by the school community

- To connect to our Facebook page from our school website

- To display children's work on a private group page which is only accessible to parents/guardians and others closely involved in the school

- To make school announcements

Terms and Conditions of St. Brendan's N.S. Facebook Page

- The school Facebook Page will be updated only by school staff

- Users should not post anything on the page that could be deemed as offensive – anything that is deemed harmful / inappropriate will be removed immediately

- Users should not add comments that can identify children

- Users should not engage in giving negative feedback on Facebook. It is more appropriate to deal with the school directly on such issues.

- Users will not mention individual staff members in a negative light on the school page.

- Users should not ask to become 'friends' with staff as failure to do so may cause offence.

- Users should not advertise products / services on our school Facebook page

- We would ask parents/guardians to ask permission from the school before posting pictures from school events on Facebook or any other social media outlet that involve other children or have other children in the background.

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Please respect the wishes of those parents that would not like their child's photo shared.

- 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.

There will be an immediate ban should any user break any of the above terms and conditions.

**Important:**
Facebook has a minimum age requirement of 13.
All parents are reminded that children under the age of 13 should not be on Facebook.

# Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

- Any images or recordings taken by class teachers 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.

# 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

## 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.

- Every second year, 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.

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

- Clonfert School'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").

## 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

Dear Parent(s)/Guardian(s),

The staff and Board of Management of St. Brendan'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: _____

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: _____