St. Mary’s N.S.



Acceptable Use Policy

**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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 in December 2018 and was reviewed by the Principal, Staff, Parent’s Association and Board of Management.

This AUP was ratified by the Board of Management in May 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 use by children in school 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 internet is protected by the firewall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The school will regularly monitor students’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety where appropriate.
* 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 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 or themselves into disrepute.

**World Wide Web:**

* Students will use the Internet in school for educational purposes only.
* 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. The teacher should report the incident to the ICT Co-coordinator.
* A list of appropriate websites will be made available to every teacher. Also a list of educational websites will be saved in the favourite’s folder on the school computers.
* Students will be familiar with copyright issues relating to online learning and will not copy information into assignments and fail to acknowledge the source.
* 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:**

* Students may use approved class email accounts under supervision by or permission from a teacher. They are not allowed to access their own email accounts in school.
* 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.
* Parents and staff are encouraged to only communicate through the official school email address (oldtownns@gmail.com) rather than teachers personal email addresses.

**Internet Chat:**

* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
* Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-face meetings with someone organised via Internet chat will be forbidden.
* Skype may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

**School Website/Facebook page:**

* Students will be given the opportunity to publish projects, artwork or school work on the school’s website in accordance with clear policies and approval processes.
* The publication of student work will be co-ordinated by a teacher.
* The school website and Facebook page will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
* Students’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* The school will endeavour to use digital photographs, audio or video clips of focusing on group activities rather than individuals. Content focusing on individual students will not be published on the school website without the parental permission.
* Personal student information including home address and contact details will be omitted from school web pages.
* The school website or Facebook page will avoid publishing the first name and last name of individuals in a photograph.
* The school will ensure that the image files are appropriately named – will not use students’ names in image file names or ALT tags if published on the web.
* Students will continue to own the copyright on any work published.

**Personal Devices:**

* Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.
* Personal devices are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents.
* All personal devices are to be turned off during school hours.

**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

**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 receive information and advice regarding Internet safety in the home / Internet safety talks throughout the year.

**Sanctions:**

Misuse of the Internet may result in disciplinary action in line with our Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed in 2018 and will be updated regularly as developments in technology continue to impact on education in particular.

The Acceptable Use Policy was ratified by the Board of Management on 27th May 2019

Signed:  Signed: 

 Principal Chairperson

**Addendum (Sept 2020)**

In the event of school/ class closure for a period of time as a result of Covid, the school will use Seesaw as the online platform to teach remotely. Parents will give consent in advance of such closure giving permission for the child to use the platform. All communication will be done through the parent’s email account via Seesaw.

The class teacher will link with the parents on the first day of closure outlining the work for that day. Every day, new work will be uploaded. In some cases, the teacher may upload work for the week and the children can work through it at their own pace. The following subjects will be covered remotely on a daily basis:

* English
* Maths
* Irish
* One other subject consisting of SESE/Art/PE/SPHE

Teachers will be available to communicate with parents/ children via Seesaw from 9-2:40pm daily. Homework that may have been previously set will cease for the period the school is closed.

**Permission Form Template**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class/Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Student’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

*(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students’ work on the school website.

**I accept the above paragraph □ I do not accept the above paragraph □**

*(Please tick as appropriate)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

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