**ACCEPTABLE USE POLICY (AUP)**

Internet use is part of the revised curriculum and a necessary tool for education. The purpose of internet use in Scoil Aonghusa C.N.S. is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school’s management, information and business administration systems.

This document outlines the school’s policy on permitted usage of the Internet. The policy applies to all Internet users in Scoil Aonghusa C.N.S. and all methods of Internet access, including; desktop computers, laptop computers, communication lines, mobile telephones, tablets, personal digital assistants (PDA’s), Smart Phones, Blackberries, iPhones, iPads and all other devices capable of accessing the internet..

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school’s internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. Internet access in the school includes a filtering service. However, no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet.

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.

**Strategies**

Scoil Aonghusa C.N.S. 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 sessions will always be supervised.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training in the area of Internet safety.
* Uploading and downloading of non-approved software is not permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Students will observe good online etiquette at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.

***World Wide Web***

* + - * Teachers will select sites which will support pupil’s learning.
      * Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
      * Students must tell a teacher immediately if they encounter any material that is inappropriate or material that makes them feel uncomfortable.
* Students will use the Internet for educational purposes only.
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Students laptops and desktops will be set to a child friendly homepage e.g. *www.sadesearch.org*
* Students will never disclose or publicise personal information such as personal address, email address or telephone number.
* Downloading materials or images not relevant to their studies, is in direct breach of the school’s AUP.
* 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 will use approved class email accounts under supervision by or permission from a teacher.
* Children, should they have them, are not allowed to access their own email or social media accounts in school.
* Students will not send or receive any material that is illegal, obscene or defamatory or send material 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.

***iPads/Tablets***

* Students should never leave their iPad/tablet unattended when in use.
* Students should follow teacher’s instructions accessing only the applications to which the teacher has agreed.
* Students require permission before sending any form of electronic message.
* Audio or video taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
* The camera and audio recording functions may only be used under the teachers’ direction.
* Identity theft (pretending to be someone else) is in direct breach of the school’s acceptable use policy.
* In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
* IPads/tablets must be handled with care at all times.
* Any damage to the device must be reported immediately to the teacher.

***Internet Chat***

* Students will only have access to chat room links with other schools, discussion forums, messaging or other electronic communication that have been approved by the school (i.e. Forest Hill Elementary School in San Jose via video chatting on “Google Hangouts”)
* Chat room links with other schools, 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 is forbidden.

***School Website***

* Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Websites using facilities such as guestbooks, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
* The publication of student work will be coordinated by a teacher.
* Pupils’ 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 focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The school website 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 pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own the copyright on any work published.

**Scoil Aonghusa C.N.S. Twitter account  *(@Mallowcns)***

***The purpose having of a school Twitter account is to provide;***

* Communication with parents regarding specific events & activities
* Communication with new or prospective parents
* Communication with wider audience regarding positive advertisement of school & enrolment dates
* Communication with wider audience of school life via photos of pupil’s projects, notice boards, etc.
* Communication with other schools and accounts with similar educational interests

**Scoil Aonghusa C.N.S. Facebook page**

***The purpose having of a school Facebook page is to provide;***

* Communication with parents regarding specific events & activities
* Communication with new or prospective parents
* Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
* Communication with wider audience of school life via possible communication tours -photos of pupil’s projects, notice boards, etc.
* Communication between parents especially new parents
* Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook

***Those using our social networking sites must abide by the following;***

* Users cannot advertise products or services on our school Facebook page
* Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
* Users should not ask to become “friends” with staff as failure to respond may cause offence
* Users cannot tag or post photographs of children on the page
* Users should not add comments that can identify children
* To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

**The sanction for breaking these rules is automatic removal from our Facebook page.**

***Communication Technologies***

The following communication technologies are **not allowed** in the school:

* Use of mobile phones (mobile phones must be switched off in the bottom of school bags during school hours).
  + Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending unauthorised and nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school’s Acceptable Use Policy.
* Taking photos on mobile phones or other camera devices.
* Use of hand held devices e.g. PDAs, PSPs.
* Use of personal email addresses in school or on the school network.
* Use of chat rooms/facilities without teachers express permission and supervision.
* Use of instant messaging.
* Use of social networking sites.
* Use of blogs.
* Pupils in breach of the AUP will have their mobile phones or other devices confiscated by the school until such time as the child’s parent/guardian arranges to collect the device.

***Whole Class Internet Sessions/Browsing***

* The use of blogs, social networking sites etc. may be used on a whole class basis by the teacher. This will be done on the interactive whiteboard and will be for educational purposes only.
* Teachers may wish to use images to inform teaching. If carrying out an image search using a search engine, teachers will ensure that their interactive whiteboards are set to ‘no show’ until they have found the appropriate image to inform his/her teaching. This will ensure that the students are not exposed to any inappropriate results.
* YouTube is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube, teachers must ensure that their interactive whiteboards are set to ‘no show’ and that the audio is switched off/muted until he/she has found the appropriate video to inform his/her teaching or for recreational purposes. This will ensure that the students are not exposed to any inappropriate results/advertisements. Teachers will have previewed any video segment in advance of showing it to the whole class.

**Remote or Blended learning - acceptable use**

During any forced school closures, the school will maintain the link between school and home. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.

We recognise that online collaboration is essential for remote learning and that families are in need of increased opportunities to maintain the connection between school and home. Scoil Aonghusa C.N.S. may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

**Guidelines for good online communication in Scoil Aonghusa C.N.S.:**

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. Normal school rules apply.
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 Google Classroom, Aladdin, parent email or parent phone.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin, Google Classroom, the School Website, designated email)
7. It is accepted that the act of logging into Google Classroom as parental consent in this instance. Parents may withdraw their consent at any time by emailing the child’s class teacher and asking them to remove the child from Google Classroom..
8. For Google Meet calls, parental permission will be required.
9. Scoil Aonghusa C.N.S. cannot accept responsibility for the security of online platforms, in the event that they are hacked.

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

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9.00am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
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 members will notify parents/guardians of the date and time for a video call via parent email.
8. Staff members will only admit participants to video conferences, if a parent has given consent.
9. Communication using a mobile phone may be necessary and staff members will ensure that their caller ID is private. Phone calls can be with parents only.

**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/Google Meet:

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. Enjoy! Don’t forget to wave hello to everyone when you join!

**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 pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls

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 you click the link to join a Google Meet call. Please note that school staff will only accept users into video call if parental permission for video calls has been received.
6. Please ensure that your child is on time for a scheduled video.
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 Google Meet, please visit https://support.google.com/a/answer/7582940#top&privacy&encryption&counterabuse&secure&incident&

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.

**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

<http://ww.irishstatutebook.ie/2003/en/act/pub/0006/index.html>

▪ Child Trafficking and Pornography Act 1998

<http://ww.irishstatutebook.ie/1998/en/act/pub/0022/index.html>

▪ Interception Act 1993

<http://ww.irishstatutebook.ie/1993/en/act/pub/0010/print.html>

▪ Video Recordings Act 1989

<http://ww.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

▪ The Data Protection Act 1988

<http://ww.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

**Support Structures**

Teachers will give instruction on appropriate use of the internet and how to use it safely. Websites offering support and advice in the area of internet safety will be listed on the “favourites” menu of each computer connected to the internet. The following is a selection:

* NCTE – <http://www.ncte.ie/InternetSafety>
* Webwise - <http://www.webwise.ie>
* Make IT Secure - <http://www.makeitsecure.ie>
* Safe Internet - <http://www.saferinternet.org>
* Think Before You Click - [www.thinkb4uclick.ie](http://www.thinkb4uclick.ie)
* Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

**Sanctions**

* Intentional misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
* Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool-proof.
* All of these sanctions are in line with our schools code of behaviour.

**Review/Ratification/Communication**

This policy was reviewed, ratified and communicated by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It will be reviewed again and amended if necessary in **January 2022**.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Mr. Liam Ahern, Chairperson of Board of Management

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Aine O Connor, Principal

***Appendix A***

**Permission Form – Internet**

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

***Name of Pupil:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Class:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil**

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.

**Pupil’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian**

As the parent or legal guardian of the above pupil, 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 pupils 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 children’s work on the school website.

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

*(Please tick as appropriate)*

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

**Appendix B**

**Acceptable Use Policy**

Scoil Aonghusa CNS has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school’s Internet and digital media resources in a safe and effective manner. Below is a helpful list of reminders for your child to ensure acceptable usage.

**Please read through these with your child and ensure that they understand them. Only older classes will be allowed to bring phones to school.**

* I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
* If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
* I will use the Internet and digital media for educational purposes only.
* I will always use a safe search engine such as image bank on www.scoilnet.ie to look up images.
* I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
* I will never download images or words that have nothing to do with my school work.
* I am fully aware that everything I do on a school computer/laptop is monitored by the school.
* I will never access my personal email account in school.
* I will never access chat rooms in school.

***In and Out of school:***

* If I bring a mobile phone to school my parent/guardian will have requested permission from the school, it will be switched off and left in my bag. It will never be used in the school.
* I will never send text messages, emails and comments that are harmful and hurtful to another person.
* I will never give out my name, address, phone number to anyone online.
* I will not share personal information about another person online.
* I will always use my Username and not my real name on websites so that I can protect my identity.
* I will never arrange to meet in person anyone I meet online.
* I will not use my phone/I pad to take photos of people without their permission.
* I will not upload any photos without getting permission.
* My password is my own and I will not share it- even with my best friend.

**Appendix C – For older classes**

**Student Pledge for iPad/Tablet Use**

* + I will take good care of my iPad.
  + I will never leave the iPad unattended.
  + I will never lend my iPad to others.
  + I will know where my iPad is at all times.
  + I will keep food and drinks away from my iPad since they may cause damage to the device.
  + I will not disassemble any part of my iPad or attempt any repairs.
  + I will use my iPad in ways that are appropriate.
  + I understand that my iPad is subject to inspection at any time without notice.
  + I will never take photographs or record sound on my iPad without teacher’s permission.
  + I will only use the camera or the microphone when my teacher tells me to.
  + I will only use my iPad as instructed by the teacher and use the right app at the right time.
  + I will never use another person’s iPad to cause offence or damage or upset.
  + I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.

**I agree to abide by the statements of this iPad acceptable use policy.**

**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX D**

# Advice for Parents on ICT in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc.

Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:

* Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
* Be aware of the sites your children are visiting and discuss with them what they are learning.
* Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details.
* Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
* Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children’s use of the internet resources at home.