



Acceptable Use Policy

This Policy applies to all of the school's "Devices", which means all computers, tablets,

laptops, phone and other IT resources.

This Policy applies to staff and students of Scoil Eoin Baiste. 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") 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.
- 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.
- An adult will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher, 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.

- Students will be taught specific lessons on online safety by teachers.
- 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

During school closures, we need to maintain the link between school and home, and continue to communicate with pupils through various means.

We recognise that online collaboration is essential for distance learning and to provide opportunities to maintain the connection between school and home.

As we try new ways of supporting distance learning, this document may be updated.

Guidelines for good online communication

1. When communicating by email, teachers will only communicate via a parent's email address, and will not communicate directly with a pupil using the pupil's email address. Teachers will only use their school assigned email address.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
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 MAY communicate with pupils and their families through an established app (eg. Seesaw).
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 (Seesaw, Zoom)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil Eoin Baiste can not accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Staff members will communicate with pupils and families during school hours where possible.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with apps before using them with pupils and seek permission from the principal to use the app with his/her pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members will report any concerns regarding online behaviour or interactions to Principal.
6. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
7. Staff members will notify parents/guardians of the date, time and password for a video call via email.
8. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
9. When communicating by email, teachers will only communicate via a parent's email address, and will not communicate directly with a pupil using the pupil's email address.

Rules for pupils using online communication methods:

a) 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.

b) For video calls/Zoom:

1. Pictures or recordings of the video call are not allowed.
Remember our school rules - they are still in place, even online. **See Appendix 2**
2. Set up your device in a quiet space, with no distractions in the background.
3. Join the video with your microphone muted.
4. Raise your hand before speaking, just like you would do in class.
5. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
6. Show respect by listening to others while they are speaking.
7. Ensure that you are dressed appropriately for the video call.
8. Be on time - set a reminder if it helps.
9. Enjoy! Don't forget to wave hello to everyone when you join!

School Website and affiliated Social Media sites

- The school's website address is: [www. carrigartns@gmail.com](http://www.carrigartns@gmail.com)
- The School's Facebook account is ' Scoil Eoin Baiste'.
- 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 full name, home address and contact details will not be included on school social media or the school's website. A child's first name may be used.
- 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.
- 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.
- 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.
- 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.

Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing unless sanctioned by the school to do so. 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.
- On an annual basis, 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

Scoil Eoin Baiste 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.

APPENDIX 1

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Scoil Eoin Baiste 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: _____

APPENDIX 2

