

Scoil Naomh Mhuire, Staplestown, Co. Kildare

Telephone: 045-869229

Email: staplestownns@gmail.com

ICT and Social Media Acceptable Use Policy 2020

Aims

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 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP and in the school's Code of Behaviour and Discipline, will be imposed.

To that end, we provide access to ICT for student use. This may include Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, virtual learning environments, online collaboration capabilities, blogs and more. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

We maintain www.staplestownns.ie as our school website and Staplestown National School – Scoil Naomh Mhuire Group on Facebook.

It is envisaged that the AUP will be reviewed annually and amended as necessary.

School's Strategy

The school will employ 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 be supervised by a teacher at all times and pupils' Internet usage will be closely monitored.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- Filtering software and/or equivalent systems will be used in order to eliminate, as far as possible, the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Pupils will receive training in the area of internet safety.
- Teachers will be made aware of internet safety issues.
- Virus protection software will be used and updated on a regular basis.
- The use of personal digital storage media in school requires a teacher's permission.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.
- Any interactions with the school on social media or through sites, will be monitored during school hours only. Messages sent outside of this time may not be read or responded to until the next working day.
- School personnel and parents will observe good "netiquette" as described above in any interactions with the school on social media or through relevant sites.

Education

Scoil Naomh Mhuire will undertake to educate children on the safe, responsible use of the Internet (incorporated as part of the SPHE programme).

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise. Teachers will use Department of Education approved resources such as www.webwise.ie to facilitate this.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to a teacher without delay.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise their own personal information or that of others.

- 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.
- It is forbidden for pupils to arrange a face-to-face meeting with someone they only know through email or the Internet.

Email

- Email will be used for educational purposes only.
- Pupils will use approved class email accounts only under the supervision of or by permission of a teacher.
- Where a pupil uses his/her own email address to correspond with a teacher or other member of staff, parents will be copied into all emails sent by the staff member to the pupil.
- Sending and receiving email attachments is subject to the permission of a teacher.
- Pupils are not permitted to send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
- Pupils will not send text messages to or from school email.
- Pupils may not reveal their own or other people's personal details eg. address, phone number or photograph.
- It is forbidden for pupils to arrange a face-to-face meeting with someone they only know through email or the Internet.

School Website and Social Media

- The staff of Scoil Naomh Mhuire is dedicated to coordinating and overseeing all activity related to the school website and facebook page.
- The website and facebook page will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.
- Teachers have full editorial rights over the school website and facebook page and students will not have access to passwords.
- Pupils may be given the opportunity to publish projects, artwork or school work on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is appropriate and accurate and that quality of presentation is maintained.
- Class lists will not be published.
- The publication of students' work will be sanctioned and overseen by a teacher and/or the IT co-ordinator.
- Pupils' work may appear in an educational context on the school website and facebook page. Pupils will continue to own the copyright on any work published.
- Group photographs of pupils will be published on the school website and facebook page. At no time will any personal information or individual photographs of children appear on the school website without the permission of parents/guardians.
- The photographs and work displayed on the school website and facebook page are not intended for use on any other website or form of social media, other than those maintained by the school.

- Therefore, pupils, parents and the wider community are requested not to copy any material from the school website.
- Failure to comply with any of the regulations as set out above will be viewed as a serious misdemeanour and will result in sanctions being imposed.

Social Media – Facebook

- The staff and teachers of Scoil Naomh Mhuire commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when using the school facebook page.
- Any interactions with the school on social media should be respectful.
- Any inappropriate comments or replies directed at the school, or at individual staff or pupils, will result in an immediate and permanent ban from any interaction with the school on social media. Serious incidents will be dealt with in a manner deemed appropriate by the school and in accordance with our Code of Behaviour and Discipline.
- Commenting or Direct Messaging the school is not viewed as a formal means of correspondence. All important information should still be communicated through the office or sent in a note to the appropriate class teacher.

Internet Chat

- Pupils will only have access to social media communication forums that have been approved by the school.
- These 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.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

More detailed examples of expected use and unacceptable use are given in Appendix 1 and 2.

Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school website or facebook page.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- The school will encourage students who create original content to claim ownership of it.

Mobile Phones / Electronic Devices

- Children are not allowed to use mobile phones/electronic devices during school hours
- Pupils are not allowed to bring mobile phones or electronic devices into school
- Children who need to contact home during school hours may do so through the school secretary using the school landline phone
- All electronic devices are banned, even during after-school activities
- Any pupil who brings a mobile phone or electronic game to school risks having it confiscated and not returned until the school day is over
- Staff have access to the school landline if urgent calls need to be made to parents
- Classroom supervision will be organised if a class teacher has to contact other professionals or outside agencies in relation to a particular child
- Staff personal calls are normally confined to break times. Mobile phone usage during class time is permissible for staff only in cases of emergency.

Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school
- a parent / guardian if they are at home
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.
- Students will never arrange a face-to-face meeting with someone they only know through the internet.
- Individual images of students will not be shared online (on the Scoil Naomh Mhuire website or facebook page) without explicit expressed permission from their parents.
- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.

Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Scoil Naomh Mhuire. We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that online activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyberbullying.

Scoil Naomh Mhuire is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

Students Working Remotely or Using Online Learning Platforms

The rules, recommendations and guidance in this policy apply to all school activities involving technology, both while students are working in the school, and also when they are working remotely or using online learning platforms such as Seesaw. While children are engaging with

technology for 'remote learning', it is the responsibility of parents / guardians to ensure that the safety structures referred to throughout this policy are in place and are adhered to.

While engaging with teachers remotely, via technology, netiquette rules referred to in this policy apply. In addition, no online interaction with the school is permitted to be recorded without prior consent of all participants. Strict security and child safeguarding guidelines will be followed by teachers at all times in the case of video-conferencing calls.

Filtering/Firewall

Filtering is a way of limiting the content of web pages and /or blocking suspicious websites. Websites are only allowed through following a verification of their suitability. No filter is 100% accurate. The most effective filtering tool is adult vigilance. Scoil Naomh Mhuire has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCTE.

Legislation

The staff at Scoil Naomh Mhuire, Staplestown suggest that parents/guardians should familiarise themselves with the following pieces of legislation:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Data Protection Act 1988
- Anti-Bullying Guidelines for Primary Schools (2013)


Sanctions

Misuse of the Internet, the school website and/or school Facebook page may result in disciplinary action, as set out in the school's Code of Behaviour and Discipline, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school is obliged to report any illegal activities to the appropriate authorities.

This Acceptable Use Policy was ratified by the Board of Management in Scoil Naomh Mhuire and shall be reviewed annually by the Board of Management and changed where deemed necessary and appropriate.

Signed: 
Chairperson, Board of Management

Date: 29/09/2020

Signed: 
Principal

Date: 29/09/2020

Appendix 1

Examples of Expected Use

I will:

- ✓ Use school equipment for school-related activities only
- ✓ Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline
- ✓ Treat school resources carefully, and alert teachers if there is any problem with their use
- ✓ Encourage positive, constructive discussion if allowed to use blog or represent the school online
- ✓ Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online
- ✓ Use school technologies at appropriate times, in approved places, to enhance learning
- ✓ Recognise that use of school technologies is a privilege and treat it as such
- ✓ Be careful to protect the safety of myself and others
- ✓ Help to protect the security of school resources

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2

Examples of Unacceptable Use

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful to myself or others
- ✓ Search inappropriate images or content
- ✓ Engage in cyber-bullying, harassment, or disrespectful conduct toward others
- ✓ Try to find ways to change the school's safety measures and filtering tools
- ✓ Use school technologies to send spam or chain mail
- ✓ Plagiarise content (copy, use as their own, without citing the original creator) I find online
- ✓ Post personally identifying information, about myself or others or agree to meet someone face-to-face that I only know through the internet
- ✓ Use language online that would be unacceptable in the classroom
- ✓ Use school technologies for illegal activities or to pursue information on such activities
- ✓ Attempt to access sites, servers, accounts, or content that isn't intended for my use

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.