

Acceptable Use Policy

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**Aim of AUP:**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

**Note:** This AUP is subject to revision. The version that is in effect is published on the website.

This policy and its implementation will be reviewed regularly by the following stakeholders, Board of Management, teaching staff, and support staff.

**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 Approach:**

When using the internet pupils, parents and staff are expected:

* To follow the same rules for good behaviour respectful conduct online as offline – See Code of Behaviour Policy for pupils.
* To treat others with respect at all times.
* Not undertake any actions that may bring the school into disrepute.
* Respect the right to privacy of all other members of the school community.
* Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Treasa N.S. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Treasa N.S.

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.

Scoil Treasa N.S. will deal with incidents to the best of its ability, that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies.

Scoil Treasa N.S. implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the school curriculum.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* Scoil Treasa cannot accept responsibility for the security of online platforms, in the event that they are hacked.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

* Logs of reported incidents.
* Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place, Mr. O Meara (Principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Digital Learning Team.

**Content Filtering**

Scoil Treasa N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

* Level 4 provided by the National Centre for Technology in Education (NCTE)- This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal website’s category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.

**Internet Use**

* Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
* Pupils will use the Internet for educational purposes only.
* Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
* Pupils will never disclose or publicise personal information or passwords.
* Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school’s Acceptable Use Policy.
* Pupils will be aware that any usage of the internet and school’s digital platform, including distributing or receiving information, school-related or personal, will be monitored.

**Email and Messaging**

Staff members will communicate with pupils and families during the hours of 8am – 4pm, where possible.

**Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Treasa N.S.:

* Use of instant messaging services and apps including Snapchat, Whats App, G Chat, X (formerly known as Twitter) etc. for students is not allowed in Scoil Treasa N.S.
* Use of blogs such as WordPress, Tumblr etc. is not allowed in Scoil Treasa N.S. Google Sites is permitted with express permission from teaching staff.
* Use of video streaming sites such as YouTube and Vimeo etc. is permitted with express permission from teaching staff.
* The use of a Scoil Treasa Twitter account is managed by Scoil Treasa staff. Content will be related to school activities only. The comment function will be disabled. Prior parental consent will be required for the use of any video or photographs of pupils.

Staff, parents, and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Scoil Treasa N.S. community

**Staff use of photos of pupils, pupils’ projects, art etc. on their own personal social media accounts without consent of parents is not permitted.**

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Treasa N.S. community on social media.

Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Scoil Treasa N.S. into disrepute.

Staff and pupils must not represent your personal views as those of Scoil Treasa N.S. on any social medium.

Guidance for Teachers:

Guidance for Registered Teachers about the use of Social Media and Electronic Communication is here:

www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html

**Personal Devices:**

The following statements apply to the use of personal devices in Scoil Treasa N.S:

* Mobile phones must be switched off and placed in school bags while on the school premises.
* **Smartwatches\* are not permitted in Scoil Treasa NS.**
* Children are not allowed to bring personal devices (tablets, smartwatches etc.) on school tours or to other out of school events. School rules regarding mobile phones apply while on tour or at school events.
* Pupils using their own technology in school (e.g. assistive technology) should follow the rules set out in this agreement, in the same way as if they were using school equipment.

**\*Smartwatches which are capable of communicating with others by text or voice, recording audio or video etc. Fitness-tracking devices, e.g. Fitbits, which collect health data only are allowed.**

**Images & Videos**

At Scoil Treasa N.S. pupils must not take, use, share, publish or distribute images of others without their permission.

At times, photographs will be taken by teachers and shared with parents via the school website, Google Drive, or Aladdin. These photographs are to update parents on children’s school work and should not be shared without express permission from school staff.

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Taking photos or videos (using school devices) on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

**Cyberbullying**

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored. Cyberbullying refers to bullying which is carried out using the internet, mobile phone or

other technological devices.

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

**Online School platforms**

Pupils will be given the opportunity to publish projects, artwork or school work on the school website, Aladdin and X account, G-suite in accordance with clear policies and approval processes regarding the content that can be uploaded.

The school website, Aladdin and X account will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Scoil Treasa N.S. will only use, in so far as is possible, digital photographs, audio or video clips focusing on group educational activities. Content focusing on individual students will only publish the child’s first name.

Personal student information including home address and contact details will not be made public on school website and X account.

Scoil Treasa cannot accept responsibility for the security of online platforms, in the event that they are hacked.

**Digital Learning Platforms:**

Google for Education is a platform which the school is using to assist learning using cloud technology. Your child will have access to his/her own google account within and outside school hours.

Regarding pupils’ Google account, pupils should not under any circumstances share their email account login details with other pupils. (The email accounts are inactive and only used for logging in to their own Google account.)

Staff members will seek to become familiar with Google Classroom and associated apps before using them with pupils. Staff members will report any concerns regarding online behaviour or interactions to school management.

Other digital learning platforms which use such Mathletics are also used by Scoil Treasa. All of these accounts are used for educational purposes only. Access to all our digital learning platforms is terminated once pupils leave Scoil Treasa.

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.

**Distance Learning**

Guidelines for parents for good online communication in Scoil Treasa NS:

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.
3. It is the duty of parents/guardians to supervise children while they are working online and participating in Google Meet.
4. Parents should ensure any content the student is submitting to his/her teacher is appropriate.
5. Staff members can communicate with pupils and their families via Aladdin or through Google Classroom and school email. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using Google Classroom, Aladdin and school email accounts which have been approved by the school and of which parents have been notified
7. For Google Meet calls, by virtue of the pupil logging on to the call, permission is assumed.
8. Scoil Treasa cannot accept responsibility for the security of online platforms, in the event that they are hacked.
9. Communication using a mobile phone, 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 the hours of 8am – 4pm, 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 Google Classroom and associated apps before using them with 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 school management.
6. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil @scoiltreasa.ie account 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 using Google Meet:

1. Pictures or recordings of the video call by students are not allowed.
2. Remember our Code of Discipline and other policies governing behaviour are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Ensure that you are dressed appropriately for the video call.
5. Join the video with the camera on but with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Once the session is ended all students should leave the meeting prior to the teacher.
10. Be on time - set a reminder if it helps.

**Permission**

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

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.

As the parent or legal guardian of the above student,

1. 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.
2. I grant permission for my child to be photographed and for these photographs to be shared under the circumstances outlined in this policy.
3. I understand that Internet access is intended for educational purposes.
4. I understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible, e.g. if students access unsuitable websites.

In relation to the school website, social media (i.e. X / Twitter), and other school platforms, I accept that, if the school considers it appropriate, my child’s school work or photographs may be chosen for inclusion on these platforms. I understand and accept the terms of the Acceptable Use Policy relating to publishing students’ work on the online school platforms.

**Our consent will be assumed unless we decline to accept the policy as outlined above in writing to the school address or by email to** [**admin@scoiltreasa.ie**](mailto:admin@scoiltreasa.ie) **Please address all correspondence to the Principal.**

**Tips for Parents**

It is very important that you listen to your child when they come to you with an issue relating to bullying.

Encourage your child to be careful about disclosing personal information.

Being conscious of when and where it is all right to reveal personal information is vital. A simple rule could be that the child should not give out their name, number or picture without your approval. Never give out personal information etc. online, everyone is a stranger. Don’t talk to or accept anything from strangers.

Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives.

The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents. Know your child’s net use.

To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.

Encourage good Netiquette

Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters) not harassing others or provoking fights online. You should not read other’s email or copy protected material.

**Tips for Young People.**

Do trust your instincts. If it doesn’t look or feel right it probably isn’t. If you find something online that you don’t like or makes you feel uncomfortable, turn off the computer and tell an adult. Do not keep this to yourself! You are NOT alone! Tell an adult you know and trust! Do not delete messages from cyber bullies. You don’t have to read it, but keep it, it is your evidence. Don’t send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a “Flame” (angry) to someone else. Once you’ve sent a message, it is very hard to undo the damage.

Don’t open messages from people you don’t know. Don’t reply to messages from cyber bullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they’ve got you worried and upset. They are trying to mess with your mind and control you, to put fear into you. Don’t give them that pleasure.

What to do if you are cyber bullied.

● Tell your parents or a trusted adult.

● Do not retaliate – this will only feed into the cyber bully and could make other people think you are part of the problem.

● Try to ignore the cyber bully.

● Block the bully from your site.

● Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.

● Show or give the record of bullying messages to your parents. If the cyber bullying persists or gets worse, your parent or trusted adult can:

● File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website’s home page for reporting concerns.

● Contact the Gardaí if the cyber bullying contains any threats.