

# **St. Colman's Acceptable Usage Policy**

**June 2020**

## **Aim:**

The aim of the Acceptable Use Policy (AUP) is to ensure that pupils 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 staff, pupils, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

Internet use and access is considered a school resource and privilege. Therefore, if the school Acceptable Usage Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. 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. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

Broadband access is available to pupils on the Schools Broadband scheme. Access is restricted to the agreed level the NCTE.

Pupil use of telecommunication and electronic information will only be permitted upon submission of agreement forms by parents of pupils and pupils themselves.

This AUP was updated by staff, parents and BOM of St. Colman's in December 2017.

## **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 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.
- Pupils and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all pupils.

- 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.
- A teacher will always supervise internet sessions which are conducted on school devices.
- Websites/Apps will be previewed / evaluated by a teacher using a filtering system, 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 pupils 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.
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

·It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media:

- ☐ **Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.**
- ☐ **However, in the context of this policy, placing a once-off offensive or hurtful public 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.**

### **Use of the Internet**

- Pupils will be taught specific lessons on online safety by teachers.
- Pupils 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 pupil will be expected to immediately turn off the monitor and report the incident to a teacher or other staff member.
- 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.
- Pupils will not upload, download or otherwise transmit material that is copyrighted on school devices.
- Pupils 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.
- Pupils will not examine, change or use another person's files, username or passwords.
- Pupils 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 pupils access unsuitable websites either deliberately or inadvertently.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- For pupils submitting learning they will:
  - Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
  - Use kind and friendly words.
- St Colman's NS, Cloyne cannot accept responsibility for the security of online platforms, in the event that they are hacked.

### **Email / Google Drive**

- When using Google Classroom and the Gsuite Apps, pupils will use approved class email accounts for school use only under supervision of a teacher or parent/guardian. This account will be given to the pupil on enrolment and will be deleted when the pupil leaves the school.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

### **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin Connect, Google Classroom, Google Meet, SeeSaw, Whats App, Padlet or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom, Seesaw and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.pupil@cloydens.com
- Parents/guardians will be provided with the password through Aladdin and will be expected to monitor their child’s use of the Gmail address and online platforms.
- If teachers are using Google Meets, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.
- Under no circumstances can pictures or recordings be taken of video recordings/ lessons/calls.
- Parents/guardians must also agree to supervise their child’s participation in any lessons conducted on the online platforms.
- Parents/guardians must check over the work which pupils send to their teacher, ensuring it is appropriate and continue to revise online safety measures with pupils
- Staff members school email to access G Suite Accounts and other online platform accounts they will not be allowed to join using personal emails.

### **Online Communication Methods:**

- Discussion forums on Google Classroom/Seesaw will only be used for educational purposes and will always be supervised.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet and this is forbidden
- Under no circumstances can pictures or recordings be taken of video recordings/calls.
- Staff members will communicate with pupils and families during the hours of 9.00am - 2.40pm, where possible.
- Parents and pupils are encouraged to communicate with staff members during 9.00am - 2.40pm hours where possible.

- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff will check that consent has been given, before setting up a pupil profile for an online platform.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

### **School Website and affiliated Social Media Sites**

- The school's website address is: [www.cloynens.com](http://www.cloynens.com)
- The School's Twitter account is @stcolmanscloyne
- The School's Facebook account is "St Colman's NS Cloyne" and "St. Colman's NS Parents' Association Cloyne, Co. Cork"
- The School uses the Aladdin App which is known as Aladdin Connect.
- Pupils 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 pupil including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual pupils 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, where children will not be named.
- Photos/Videos may be used for the production of a Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/social media accounts should not be copied or posted to any other 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.
- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers for example, Twitter.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Tik Toc, Viber, Whatsapp, Instagram etc.) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of the same.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.
- 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.

### **Mobile Phones/ iPad / Electronic Devices**

- Usage of Mobile Phones/iPad/Electronic devices must be in adherence to the Mobile Phone/Electronic Devices Policy.
- The school acknowledges the usefulness and practicality of iPad / electronic devices and recognises their potential as an educational resource.
- Many features on iPad / electronic devices such as Organiser (calendar, calculator, convertor etc.) Applications (voice recorder, stopwatch, image editor, video recording) or even Alarms are very useful and may be used under the direction of the class teacher.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's acceptable usage policy.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.

- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
- Please see mobile phone & electronic device policy and Code of Behaviour for further information.

### **iPads/Laptops**

- Each pupil is responsible for the safety of his own iPad/laptop.
- Each pupil may only use his own iPad/laptop.
- iPads must be in a protective cover with screen protection.
- All content on the iPad/laptop must be age appropriate and acceptable to school use.
- Only agreed apps may be downloaded on each iPad.
- The parents are responsible for the insurance of the iPad/laptop against loss or damage as the school Insurance Policy does not include the personal property of pupils.
- Pupils are responsible for charging their iPads/laptops at home and bring only the iPad/laptop in its secure case to school. iPads cannot be used in school without a protective case.
- School Rules apply to the use and content of iPads/laptops while in school.
- Parents have the responsibility of ensuring the safe and responsible use of the iPad outside school.
- The school will provide information and support to families in the setting up of family rules around the use and access to technology in the home.
- If a pupil breaks these rules, his device will be removed from the school network and in serious situations will not be allowed to bring his iPad/laptop to school.

### **Personal Devices**

- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. 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.
- The use of E-readers may be permitted, under the supervision of the teacher. 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, pupils and parents should familiarise themselves with:

- 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**

St. Colman's NS endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyberbullying talks annually for pupils from 2nd – 6th class.
- The school will provide Internet Safety and Cyberbullying talks for parents and guardians annually to all parents in the school.
- Community Gardaí link in with classes re Internet Safety and Cyberbullying annually.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, Internet Safety, Cyberbullying and Online Platforms.
- The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- Internet Safety advice is available for parents and pupils at [www.webwise.ie](http://www.webwise.ie) and [www.scoilnet.com](http://www.scoilnet.com)

### **Use of Information Communication Technology (“ICT”) Resources**

St Colman's NS Cloyne, 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 email or accessing inappropriate websites (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/pupil 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 pupils who fail to maintain acceptable standards of use.

### **Review**

This policy was reviewed in June 2020 and will be updated in line with department guidelines. This is a working document. As we try out new ways of supporting distance learning, the document will be updated when necessary.

### **Ratification**

This policy was ratified by the Board of Management of St Colman's National School on \_\_\_\_\_ and will be reviewed in January 2021

### **Inappropriate use of ID will lead to**

- ↪ Warning Level – removal for 1 week
- ↪ Yellow flag – removal for 1 month
- ↪ Red level - removal for the year Support Structures

## Acceptable Usage Policy Permission

Dear Parent(s)/Guardian(s),

The staff and Board of Management of school name 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 pupil: \_\_\_\_\_ Class/Year: \_\_\_\_\_

Parent/Guardian, As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that pupils 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 A**

### **February 2021**

The Policy was amended in February 2021 following a staff discussion and agreement.

Due to limitations with Google Meet, staff agreed to use Zoom for the purpose of Class check ins and SEN check ins with teachers and SNAs while children are Remote Learning.

Parents will be required to give their permission so that a link to the call can be sent to the child's school email.

Children and parents will be made familiar with the rules prior to the call. Any behaviours that are not in line with the agreed rules will result in that child being excluded from the call.