

# Scoil Mhuire Gan Smál

Creagh,

Ballinasloe.

Roll Number: 17198S



## AUP (Acceptable Use) Policy

	Date
Reviewed	June- November 2020
Ratified by BoM	

Signed: _____
Chairperson, BoM _____
Principal Creagh NS: _____
Date: _____

## Creagh N.S. Primary School Acceptable Use Policy

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of Creagh NS. It also applies in the context of remote learning.

This Policy should be read carefully to ensure that the content is accepted and understood.

The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner (in both the school and remote learning context). 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.

The School reserves the right to amend this policy from time to time entirely at its discretion.

### . Legislation and Regulation

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- (a) The Education Act (1998)
- (b) Education (Welfare) Act (2000)
- (c) Equal Status Act (2000)
- (d) Education for Persons with Special Educational Needs Act (2004)
- (e) Disability Act (2005)
- (f) Children First Act (2017)
- (g) GDPR
- (h) Data Protection Act (2018)
- (i) Department of Education: Child Protection Procedures for Primary schools
- (j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- (k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- (l) DES Guidance on Continuity of Schooling: *Supporting Primary Pupils at very High Risk to Covid 19* (August 2020).
- (J) *DES Guidance on Remote Learning in a COVID-19 Context: September 2020-December 2020 (October 2020)*
- (K) Resilience and Recovery 2020- 2021: Plan for Living with COVID-19
- (I) Child Trafficking and Pornography Act 1998(J) Video Recording Act 1989
- (L) Interception Act 1963
- (M) Circular 0070 2020

## **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.
- Students and teachers will be provided with training in safe use of the internet.
- 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 member of staff/teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites 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 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.

## **Use of the Internet**

- Students will be taught specific lessons on online safety by teachers. (*eg. Webwise/ Stay Safe/ Internet Safety Day*)
- 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 screen 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 knowingly 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.

## **Email / Google Drive/Microsoft 365**

- When using Google Classroom, Gsuite Apps and Microsoft 365 students will use approved class email accounts under supervision of a teacher/staff member or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or 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.
- Virtual meetings may only be arranged under the supervision of a teacher/member of staff.
- Students will note that sending and receiving emails and email attachments is subject to permission from their teacher.
- Pupils are expected to share their email password with their class teacher to allow the monitoring of email traffic in the light of Child protection, Bullying and Internet Safety. Email accounts that do not comply with the above will be cancelled by the email administrator.

## **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw ( 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, Google Meet or Microsoft 365, parents/guardians must grant access to their child to have a school Gmail address such as [pupilname.student@creaghns.com](mailto:pupilname.student@creaghns.com)
- These email addresses may only be used for school purposes and should not be shared unless arranged by the teacher/staff member.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the email address and Online Platforms.
- 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.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms as per Creagh NS School Policy for Remote Learning.

## **Internet Chat**

- Discussion forums on Google Classroom/Microsoft 365 will only be used for educational purposes and will always be supervised.
- Children may not use any other discussion/chat forums, for any purpose unless agreed in advance with the class teacher and under teacher/staff member supervision.

## **School Website and affiliated Social Media sites.**

- The school's website address is: [www.creaghsonline.com](http://www.creaghsonline.com)
- 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 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 students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission.
- Photos/Videos may be used for the production of specific school events e.g. Communion, concerts 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 websites are respectful. Any messages written digitally are treated in the same way as written messages to the school.
- The Leadership Team will review the content of the website and the social media sites regularly.
- 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. 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 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.

## **Support structures and Education**

- The school will keep students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- The school will run a programme on acceptable internet usage, for students and parents/guardians on a regular basis. This may happen on a face to face or remote capacity. 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.
- Staff will be kept informed of changes to the policies and practices relevant to this policy.

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

- Creagh National School’s information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, photocopier, facsimile, phone and other wireless communications devices, telephone 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.

This policy will be circulated to all new pupils on enrolment to the school and will also be available on the school website.

This policy will be posted to the school website for consultation before ratification by the B.O.M. Parents/Guardian will be expected to sign the permission slip – See Appendix 1

## Appendix 1: Permission Slip

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Creagh NS 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.

Please fill, detach and return the permission slip below to your child's teacher.

### Acceptable Use Policy Permission Slip

Name of student: \_\_\_\_\_

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

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: \_\_\_\_\_