Scoil Chóca Naofa

Kilcock, Co. Kildare

Acceptable Use Policy 2020

This Acceptable Use Policy was drawn up by the staff of Scoil Chóca Naofa in 2020. It was presented to the BOM and Parents in draft form. Their observations and comments influenced the final document. The policy will be also published on the school web page. All school activities- tours, games and activities outside school are covered by this policy.

This Policy applies to all of the school's "devices", which means all computers, iPads, tablets, laptops, smart phones and other IT resources that connect to the school's network. This policy applies to staff and students of Scoil Chóca Naofa.

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. 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 school's devices, equipment and networks.

Aim

The aim of this AUP (Acceptable Use Policy) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the Board of Management and Staff will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

School's Strategies

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:

- A teacher will always supervise Internet sessions.
- PDST filtering software, available through the school network facility, will, minimise the risk of exposure to inappropriate material.
- Websites will be previewed/evaluated using the PDST's website evaluation model before being integrated into lessons.
- Safety measures are in place, under Department of Education & Skills guidelines, to minimise the risk of exposure to inappropriate material and to block unsuitable sites.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMS or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students and school staff will be provided with training in the area of Internet safety.
- PDST provides very high levels of filtering, anti-spam, and anti-virus. Secure e-mails will be provided for teacher and class groups as requested.
- Teachers will endeavour to use safe search engines when searching for new material, to avoid the exposure of students to unsuitable material.

World Wide Web

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for education purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will never disclose or publicise personal or confidential information of classmates.
- 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 of any information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the schools Acceptable Use Policy.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how our school currently considers the benefit and risks/disadvantages of using these technologies for education:

This table applies to students in our school -

Communication Technologies	Allowed	Allowed at certain times	Allowed only with Staff permission	Not Allowed
Mobile phones may be brought to school			x	
Use of mobile phones in lessons				x
Use of mobile phones in social time				x
Taking photos on mobile phones				x
Taking photos on other camera devices			x	
Use of hand held devices with supervision			x	
Use of personal email addresses in school, or on school network				x
Communication with pupil on pupil's own email address with parental permission, and, parent being copied on emails from teacher to pupil	X			
Communication with work samples to teacher via parent email with parent knowledge	X			
Use of applications for text messaging (viber, whatsapp, snapchat, facebook, instagram)				x
Use of social networking sites				x
Use of blogs			x	
Smart Watches may be worn in school with notifications turned off	X			

NOTE:
Pupil work samples may be sent to teachers/SNA's school email accounts from Parent email on occasion. Work samples may be in the form of photographs of work, audio clips and video clips. In the case of video clips, teachers will view them, comment on them, delete them from their email and further delete them from Trash/Desktop Recycle Bin, when there is no longer a need to keep them, to ensure pupil safety.

Email
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- Students will use approved class email accounts under supervision by or permission from a teacher and for educational purposes only.
- 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.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs.

Distance Learning and Communication
- In circumstances where teaching cannot be conducted on the school premises, teachers will continue to communicate with their classes by uploading Lesson Plans to the school website. Teachers will be contactable through their school email address. Teachers will endeavour to respond to messages from students in a timely manner, and during normal school time.
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs.
- Teachers, SEN/EAL team, SNA's and school management are available to support student engagement and wellbeing throughout the school. This may be done by email or phone call.
- Teachers will provide individual feedback as appropriate via email.
- In the case of video clips or other media sent by the pupils, teachers will view them, comment on them, delete them from their email and further delete them from Trash / Desktop Recycle Bin, when there is no longer a need to keep them, to ensure pupil safety. It may be necessary to keep these video clips as proof of engagement but will be deleted at the end of the school year.
- Teachers may use other online teaching platforms approved by the Board of Management to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platform in use by the school.
- The school has enabled the most up-to-date security and privacy features which these Online Platforms provide.
- For any 'live' online classes, two staff members must be present. One-to-one video lessons are not permitted.
- Staff Meetings, SEN/EAL team meetings and class group meetings will take place using online teaching platforms.
- Online platforms that facilitate 'live' online classes or video conferencing-style classes may be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning.

- If teachers are using online teaching platforms, parents/guardians must consent by submitting their own email address or another approved email address for their child to access lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

School Website, affiliated Social Media sites and recognised educational websites

- The school's website address is: www.scoilchoca.ie
- The school's Twitter account is @scnkilcock
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website.
- A teacher will coordinate the publication of student work.
- Pupils' work will appear in an educational context on Web pages.
- Digital photographs, audio or video clips of individually named students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips will be password protected.
- Personal pupil information including home addresses and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- Photographs of groups may be published by staff on websites in recognition of work completed, (e.g. Green Schools, Primary Science, Active Flag, Heritage in Schools, etc.)
- The Principal will review the content of the website and the social media sites regularly.
- Photos may be taken by staff on the school camera, uploaded onto teacher laptops or the internal school system to make Project Books with children. Photos on teachers' laptops will be deleted at the earliest convenience or the end of the school year.

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 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 website/Twitter feed and then immediately deleted from source.
•All student personal devices are to be turned off during school. Staff (Teachers, SNA's, SEN/EAL teachers) personal devices may be used for engagement with pupils under supervision of staff member.

Data Protection Act

The Data Protection Act 1988, Data Protection Amendment 2003, was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish information that is relevant to the context of the web page.

Parents/Guardians will be informed about pupil information on the school website. Publication of images and video content during school activities is limited to the school website and school social media accounts. Images and or video material taken during school activities may not be uploaded to the internet except for school website and school social media accounts.

In keeping with the Data Protection Act 2003 and Department of Education & Skills guidelines, the school will endeavour to –

1. Obtain and process all information fairly
2. Keep data for explicit and lawful purposes
3. Use and disclose data only in ways compatible with the purpose(s) for which it was initially given
4 Keep it safe, secure, accurate, complete and up-to-date.
5. Ensure that all data is adequate, relevant and not excessive
6. Retain it for no longer than is necessary for the purpose or purposes for which it was initially given.
7. Give a copy of his/her personal data to an individual, on written request.

Support Structures

The school will inform students and their parents of key structures and organisations that deal with illegal or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warning, withdrawal of access privileges and, in extreme cases, suspension or expulsion in keeping with Scoil Chóca Naofa's Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

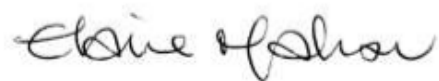## Electronic Roll System - Aladdin

Five users have System Administrator access to all data. Each teaching staff member has their own code for their class only. Data on staff and pupils are kept securely in the Principal's office and secretary's office. Class teachers have access to Aladdin for children in their class. SEN/EAL team teachers have access to Aladdin for the records of children they work with.

Primary Online Database (POD)

This is the online database operated by the Department of Education & Skills. Records of the children are uploaded to this database when they are admitted to Scoil Chóca Naofa. Only three members of staff have access to all data on POD (Department of Education & Skills) system. Data is password secured.

Ratified by Board of Management in June 2020

Signature of Chairperson, Board of Management:

Elaine Mahon

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 September2020

Acceptable Use Policy
Information Letter for Parents/Guardians

Dear Parents/Guardians,

Re: Internet Permission Form

As part of the school's IT programme we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial and potentially harmful. To minimise the risk of children accessing any of this material, the school, in common with other schools, utilises the Department of Education's content filtering service, over which the school has no direct control.

The Internet will be used to further educational goals and objectives but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow their children access the Internet in school.

During school, teachers will guide pupils towards appropriate materials. The ScoilNet website, which is available at http://www.scoilnet.ie is designed to assist schools to access information and resources relevant to the needs of Irish education. The school may choose to use ScoilNet as the starting point for Internet access. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, magazines and other potentially offensive media. Also the school's website is accessible to any Internet user around the world. The website contains information and pictures of school activities.

We would be grateful if you could read the enclosed AUP (Acceptable Use Policy) and then complete the permission form.

Yours sincerely,

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Ms Linda Daly, Principal

Acceptable Use Policy
Consent Form for Parents/Guardians

Parent/Guardian, please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil:_____

Class/Year: _____

Pupil
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.

Pupil's Signature:_____ Date:_____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's photograph/schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.
I understand that photographs will focus on group activities and not include my child's name.
I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Signature_____   Date:_____
       (Parent/Guardian)

Address:_____   Telephone:_____

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