



*St Declan's National School,*

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### **Aim of Policy**

Aim The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources and that they will do so in a safe and effective manner. Internet use and access is considered a school resource and privilege. It is also believed to be a requirements for educational success and for daily living in these technologically advanced times. Teachers' of classes from infants to sixth will deliver lessons on correct and safe internet usage to the children in their care.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This policy was formulated in May 2020 in consultation with Board of Management, teachers and parents.

### **General Information**

#### **School strategies in relation to safe internet usage while the children are in school:**

Filtering soft wear will be used to minimise the risk of exposure to inappropriate material

Virus protection software will be used and updated on a regular basis.

Students and teachers will be provided with training in the area of Internet safety.

Internet sessions will always be supervised by a teacher

Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy

Students will observe good "netiquette" (i.e., etiquette on the internet) and will not undertake any actions that may bring the school into disrepute.

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.

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

### **Distance Learning**

In circumstances where distance learning is necessary, teachers may use online platforms approved by the principal to assist with remote teaching.

The school will sign acceptance of the terms of usage of any online platforms in use by the school.

The school has enabled the most up to date security and privacy features which these platforms provide.

If staff are using online platforms for distance teaching and learning, parents/ guardians must submit their own email address for their child to access these lessons.

Parents/ guardians must also agree to monitor their child's participation in any such lessons conducted on online platforms.

### **Mobile Phones and Personal Devices**

Children are not allowed to use mobile phones in the school. If a child is required to bring a mobile phone to school to make contact with their parents after school, it must be left in the office for the duration of the school day.

Pupils may not generally use their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device. Such usage would be in direct breach of the school's acceptable use policy. Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorized voice recordings or images either still or moving.

An exception to this ban on personal devices is permitted for students who have been granted access to technology by the National Council for Special Education. Such children will use the devices that have been grant funded for their specific use throughout the school day.

Children are not allowed bring personal devices on school tours or to other out of school events.

One off exceptions may be made in the case of sixth class students for a limited time on their last day of school or possibly for an agreed time during their final school tour. Parents will be required to give written consent for each one off exception.

### **Web 2.0**

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as email, seesaw, zoom, Class Dojo, and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St Declan's NS, form part of our web services and all content that is placed on these services falls under this policy. For example,

any content on any of the school's accounts follow the same safety rules, e.g. the showing of photographs, video, etc. The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.

Web 2.0 is open to potential dangers when used inappropriately. We would ask:

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 in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.

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, 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 same.

Please do not "tag" photographs or any other content which would identify any children or staff in the school.

If you are uploading a photograph, please ensure that it does not identify the child in any way.

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 may/ will result in a permanent ban to our social media accounts.

As noted previously in this policy, minimum age requirements apply to social media platforms, nevertheless it is necessary to state that a pupil should never ask to "friend", a staff member on any social media platform.

### **World Wide Web**

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in accordance with school procedures.

Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students will never disclose or publicise personal information.

Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Usage Policy.

Students 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.

### **School Website**

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, YouTube, and Google+

Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with approved policies and processes regarding the content that can be loaded to the school's website

The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details

The publication of student work will be co-ordinated by a teacher.

Pupils' work will appear in an educational context on Web pages

The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.

Personal pupil information including home address and contact details will be omitted from school web pages.

The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

### **Email / Google Drive / Internet Chat**

Parents/guardians will receive notification of misuse by a pupil.

This policy was adopted by the Board of Management on 24<sup>th</sup> Aug 2020  
Signed [Signature] Signed Bar Keever  
Chairperson 24 AUG 2020 Secretary/Principal

Appendix 1

St Declan's National School

Responsible Internet Use Pupil Undertaking

- I will uphold the code of behaviour in all my online interactions, ie I will be respectful, polite and sensible, at all times
  - I am aware that a once off negative post directed at another person may be considered bullying
  - If on occasion I have to bring a phone to school, this will be left in the office before school and collected after school
  - I will not take unauthorised voice recordings or any still or moving images unless I have been given clear guidance to do so by a teacher
  - I will ask permission before entering any website, unless my teacher has already approved the site.
    - I will not bring any external storage devices eg memory sticks, into school without my teacher's permission.
      - I will not use email for personal reasons.
      - I will only use email for school work with my teacher's permission.
  - When using email, I will not give my home address or phone number or arrange to meet anyone.
    - I will ask for permission before opening an email or an email attachment.
      - I am will not use internet chat rooms.
      - If anything online upsets me, I will tell a teacher immediately.
  - I am aware that the school may check my computer files and check on the online sites that I visit
  - I know that if I deliberately break these rules that I may be stopped from using the internet and that my parents will be informed.

Signed \_\_\_\_\_ (Pupil/Pupils)

Signed \_\_\_\_\_ (Parent)

Date \_\_\_\_\_

## Appendix 2

### St Declan's NS, Acceptable usage Policy, Parent Permission Form

Name of Pupil/Pupils \_\_\_\_\_

Class/Classes \_\_\_\_\_

As the parent/guardian of the above named children, I have read the Acceptable Usage Policy and grant permission for the above named child/children to access the internet. I understand that school internet usage is for educational purposes only and that the school will take every reasonable precaution to provide for online safety.

I accept that, in addition to the school, that I too have responsibility for the education of my children regarding internet safety and acceptable usage of same.

I understand that having adhered to all the referenced precautions that the school cannot be held responsible if my child tries to access unsuitable material.

Signature \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_