



Scoil Naomh Pádraig

Acceptable Use of the Internet & Devices Policy

Reviewed October 2022

Aim of Acceptable Use of the Internet and Devices Policy (AUP)

The Acceptable Use policy of Scoil Naomh Pádraig is applicable to the parents, staff members, children and management of the school. Teachers, parents, and management of the school were consulted in the review of the policy.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital technology resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The school's digital technologies may not be used for illegal acts or for any activity that would be contrary to the ethos of the school. Users should be aware that records are kept and could be made available in specific circumstances.

School's Strategy

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:

- Pupil are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy
- Pupils will treat others with respect and will observe good “netiquette” (i.e., etiquette on the internet) always.
- Pupils will not undertake any actions that may bring the school into disrepute.
- Access to internet will always be supervised by a teacher/parent.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school's internet is protected by the firewall provided by the Professional Development Service for Teachers (PDST).
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Online safety training will be provided to all teachers and SNAs, and will be taught to all students, via CPD and other outside professionals.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Staff using personal memory sticks and hard drives in school must ensure that any such devices are virus free and that they will not cause damage to school equipment in any way. The school is not responsible for loss or damage caused to personal devices/equipment caused by its presence or use within school.
- The use of personal memory sticks or hard drives in school by any staff member should be for an educational purpose only. The content of such devices should be legal, appropriate and in keeping with the school ethos at all times

Rationale for Internet Usage

The school recognises the value of the use of digital technologies in education; each classroom is supplied with an interactive whiteboard and laptop, and visualizer (where requested). The schools has 2 sets (16 per set) of Apple iPads and an Apple TV Unit. We plan to continue to invest in further digital technologies for pupils with the aid of Digital Grants from the Department of Education and fundraising. While much of the work carried out by pupils with digital technologies involves offline tasks, pupils will have access to websites offering educational resources, news and current events. Staff will have the opportunity to access educational materials and to communicate with the advisory and support services.

Pupils Online

- Pupils will seek permission to use the internet from the supervising teacher.
- Pupils will be supervised by a teacher/parent or Special Needs Assistant while using the internet.
- Pupils will not visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only.
- All users must take care not to infringe on copyright procedures.
- Pupils will never disclose or publicise personal information.
- Pupils will be aware that any usage of the internet, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email & Online Drive

- Senior pupils will use approved class email accounts only and must be supervised or be given prior permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, and 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.
- Pupils will note that sending and receiving of email attachments is subject to permission from their teacher.
- Staff will be provided with a school email account. This account should be used for professional purposes only and will only remain active while the staff member is employed at the school.
- Staff are provided with an online drive for the storing and sharing of teaching materials and other resources.
- Staff may contribute to the shared drive and access the contributions of others but should only delete their own contributions.

School Website/Twitter Page

The school website and twitter page will provide pupils with the opportunity to publish their work on the internet and to promote the school.

- All classes will provide work for publication on the school website regularly.
- All teachers have individual responsibility to ensure that group and class work is uploaded to the school website at the requested periods.
- Careful consideration should be given to ethos sensitivities before selecting work to upload.
- Management should be consulted prior to posting material if there is any doubt about its suitability.
- Digital photographs, audio or video clips that are used on the school website or Twitter page will, where possible, focus on groups of children and group activities rather than individuals.
- Photographs of individual pupils will not be published on the school website without parental consent. Video clips may be password protected.
- Personal pupil information including surnames, home address and contact details will not be used on the school web pages; only first names of pupils will be used.
- The point of contact on the website will be the school address, telephone number and e-mail address.
- Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.
- School website address is www.snp.ie. and the school twitter page is @snpballyroan.

Internet Chat (Very restricted use only)

If necessary, pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised on the internet chat is forbidden.
- Skype/Zoom may be used for contacting other children/schools for project work, or pen pals. This will only be done under teacher supervision.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Class Dojo, Padlet or other platforms approved by the Principal as 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 parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@schoolname.ie
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and online platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child

does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.

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

Mobile Phones, Smart Watches, and Personal Devices

Children are not permitted to use mobile phones in school. If a pupil is required to bring a mobile phone into school, it must remain turned off (not on silent) in the pupil's bag or handed to the class teacher, for the duration of the day.

No pupil may wear or use a smart watch; use an iPad, iPod, gaming device, personal laptop or personal tablet when in school. Pupils are prohibited from sending messages, making calls or from taking unauthorised voice recording/images (still or moving). If any of these devices are turned on or used in class, on school premises or during school hours it is in direct breach of the schools Acceptable Use Policy.

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

Sanctions

Breaching of any aspects of this policy may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

Legislation

Scoil Naomh Pádraig will provide information (on request) on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- EU General Data Protection Regulations 2018
- Data Protection (Amendment) Act 2003 (see school policy)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. Teachers will give instruction on appropriate use of the internet and how to use it safely. We use the services of the PDST and www.webwise.ie. Parents/Guardian can also use the Online Safety Charter that was drawn up by the Parents Association. It is available in the journal and is a useful tool that can be used when discussing children being safe and responsible online.

Communication of Policy to School Community

A copy of the Acceptable Use of the Internet & Digital Devices Policy is made available on the school website. All staff and any other adults involved in supervising children accessing the internet will be provided with the Acceptable Use Policy via the website or the shared drive.

Policy Review

This policy will be reviewed by the school when needed.

Ratification and Implementation

The review of this policy was ratified by the Board of Management on 3 October 2022.

Signed: *Deirdre Acheson*
Chairperson, Board of Management

Anna Jennings
Principal

Simon Monks
Chairperson of the Parents Association

Date: October 2022

Appendix: Parental permission form

PERMISSION FORM

Name of Pupil: _____
Class: _____

Please review the schools Acceptable Use Policy then sign and return this permission form to the class teacher.

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

In relation to mobile phones, smart watches and personal devices, I have read and understand the Acceptable Use Policy regarding pupils bringing a mobile phone, device or smart watch to school and accept the conditions within.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Acceptable Use Policy: Student section

Scoil Naomh Pádraig has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's Internet and digital media resources in a safe and effective manner.

My name is _____.

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will use the Internet and digital media for educational purposes only.
- I will always use a safe search engine such as image bank on www.scoilnet.ie to look up images. I will take advice from my teacher on appropriate use of images.
- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I am fully aware that everything I do on a school computer/laptop is monitored by the school.
- I will never access my personal email account in school.
- I will never access chat rooms in school.

In and Out of school

- If I bring a mobile phone or personal device (smart watch, iPad etc.) to school it will be switched off in my bag or locked in the teacher's filing cabinet until I leave the school premises.
- I will never send text messages, emails and comments that are harmful and hurtful to another person.
- I will never give out my name, address, phone number to anyone online.
- I will not share personal information about another person online.

- I will always use my Username and not my real name on websites so that I can protect my identity.
- I will never arrange to meet in person anyone I meet online.
- I will not use my phone or **personal device (smart watch, iPad etc.)** to take photos of people without their permission, **send messages or make recordings.**
- I will not upload any photos without getting permission.
- My password is my own and I will not share it – even with my best friend.

Signature: _____.

Student Pledge for iPad or laptop use

- I will take good care of my school iPad or laptop.
- I will never leave my iPad or laptop unattended.
- I will know where my iPad or laptop is always.
- I will keep food and drinks away from my iPad or laptop since they may cause damage to the device.
- I will not disassemble any part of a school iPad or laptop or attempt any repairs.
- I will use my iPad or laptop in ways that are appropriate.
- I understand that my iPad or laptop is subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone with teacher's permission.
- I will only use my iPad or laptop as instructed by the teacher and use the right app at the right time.
- I will never use another person's iPad or laptop to cause offence or damage or upset.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.

I agree to abide by the statements of this iPad acceptable use policy

Signed: _____

Date: _____