

ACCEPTABLE USE POLICY (A.U.P.) - ST. PETER'S N.S., SNUGBORO

The Acceptable Use Policy will henceforth be referred to as the A.U.P in this document.

This policy was originally created in December 2011 and is reviewed regularly. It is envisaged that school and parent representatives will revise the A.U.P regularly and will update if deemed necessary. The school reserves the right to amend this policy from time to time entirely at its discretion.

The Policy should be read in conjunction with other school policies including our Child Protection Policy, Anti-Bullying Policy, Code of Behaviour, our Health and Safety Statement and our Covid 19 Response plan.

The A.U.P should be read carefully to ensure that the conditions of use are accepted and understood.

It is assumed that the parent/legal guardian accepts the terms of the A.U.P. unless the school is specifically notified.

The A.U.P. is designed to take into account changes in technology and social media over time.

The policy applies to the use of internet and technology resources while on school premises and the use of any school resources that can be accessed outside of school. This policy provides guidelines to parents on the safe use of technology in the home.

AIM:

The aim of this A.U.P is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources and I.T. in a safe and effective manner. Internet and I.T. use and access is considered a school resource and privilege. Therefore, if the school A.U.P. is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in this A.U.P. – will be imposed.

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 are as follows:

Education and Internet Awareness

General

- The school may use as learning platforms such as Google Classroom, IXL, kahoot, Nessy, Seesaw etc.
- The school uses the Aladdin Connect app to communicate with parents/guardians throughout the school year.
- Google Classroom may be used as a resource throughout various lessons using Chromebooks, laptops and/or ipads. This gives the senior classes (4th-6th) of the school a digital 'classroom' space. Staff can set assignments, assessments, quizzes and set audio files and video tutorials if relevant. The children can explore music, art and complete projects using pre-set websites for educational exploration.
- The children use google accounts as a means of accessing various platforms for learning. Email service is switched-off by default when the children use these accounts. (Article 8 of the EU General Data Protection Regulation, commonly referred to as the GDPR, sets out that the legal age of digital consent is 16. It further states that member countries may enact legislation setting their own age of digital consent between the ages of 13 and 16. The Data Protection Act 2018 set the legal age of digital consent in Ireland at 16. This precludes a primary school **child** from setting up and operating an email account. Therefore, in relation to communication by email, our school will only communicate with families via parent(s)/guardian(s) email.)
- The children in Infant Classes, First, Second and Third Class will use iPads as a digital learning tool and may use See Saw as a suitable method of communication and learning from home should the need ever arise.
- Internet sessions will always be supervised by a teacher.

- Pupils will seek permission before entering any Internet site unless previously approved by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material and to block unsuitable sites. The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability. Many browsers have their own filtering tool e.g. Google's search engine has a built in "Safe Search" filter which eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page.
- The school will endeavor to provide pupils and teachers with training and awareness in the area of Internet safety and digital technology. Online safety is part of our S.P.H.E. curriculum (Stay Safe Curriculum).
- The use of personal U.S.B. sticks or any form of external storage by pupils is not allowed in the school.
- Pupils will be encouraged to treat others with respect whilst online and/or while using I.T.

Education and Internet Awareness Resources

St. Peter's NS will utilise Webwise and other educational resources, to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for young people. Through education and awareness, we aim to limit our children's susceptibility to it as they progress in primary school. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks - to become internet wise. It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy.

Resources that may be used to implement this programme include:

- Oide (formerly PDST) (Tech in Ed)
- Use of the internet Safety Resources on www.webwise.ie website and others including
 - www.internetsafety.ie
 - <http://www.ncte.ie>
 - <http://www.kidsmart.org.uk/>
 - <http://www.getsafeonline.org/>
 - www.watchyourspace.ie
 - Information regarding presentations on Internet Safety may be provided for parents and pupils. E.g. the local Community Garda ,Webwise, Webinars, Mayo education Centre 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. To this end:

Internet Safety/World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate material to their teacher.

They will engage in a two-step process

The student:

1. Clicks on Home on the i-pad and/or close the chrome-book/laptop
2. Immediately notifies the teacher who takes appropriate steps

The teacher will safely access the history and the Department of Education will be informed.

Pupils will use the Internet for appropriate educational purposes.

- Using school I.T. devices ,pupils are forbidden from disclosing or publicising their own or others' personal information online.
- Downloading/Uploading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

Google account/classroom, IXL, Teach your Monster ,Nessy ,Seesaw, etc.

- Pupils may use approved class google accounts or other online accounts under supervision by or permission from a teacher.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not use their google account to create user accounts on any other website other than those approved by the school
- Pupils may be provided with approved password protected accounts for educational reasons.
 - Pupils/Parents should only access their **own account**. An accidental access to another pupil's account should be reported to the teacher as soon as they are aware of this,.
 - Any attempt to deliberately access the approved account of another user will be considered a serious breach of this policy.
- Pupil's accounts will be deleted once the child leaves the school.

Cyberbullying:

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them.

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/platform or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as a cyberbullying behaviour.

- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated in line with our Anti-bullying policy. The school will take any allegation of cyberbullying seriously, will investigate allegations and may encourage parents to contact gardai .

- Pupils are encouraged to report an incident or any communication that constitutes cyberbullying to their class teacher or any member of staff.

School Website

- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be co-ordinated by teachers.
- Pupils' work will appear in an educational context on Web pages.
Pupils will continue to own any of their work published.
- **The school may use digital images, audio or video clips focusing on individual/group/class/whole-school activities**
- **The school website will not name individuals in a photograph.**
- The school will ensure that the image files are appropriately named.(no pupils' names will be used for image file names or ALT tags if published on the web.)

The school may use digital photographs, audio or video clips focusing on group/class/whole-school activities as well as digital photographs, audio or video clips of individuals. These may be shared via Aladdin Connect/school website with parent(s)/legal guardian(s).

Images/videos for the school website will be taken using school devices.

Media / Professional Bodies:

Where the school deems it appropriate, the school may authorise other professional bodies to use digital photographs, audio or video clips focusing on group/class/whole-school activities but may also include digital photographs, audio or video clips of individuals to promote our school. E.g. Snugboro Parents' Association, Sporting Bodies, The Library, The Linenhall Arts Centre, R.S.A., Credit Union, Mayo County Council, Castlebar Parish, Local and National Media, Social media platforms. (This list is not exhaustive.)

Mobile Phones/Personal Devices/Smart watches:

Pupils are forbidden from bringing a mobile phone/personal device to school. under exceptional circumstances, a pupil with a medical condition e.g. Diabetes may be permitted to bring a phone to school.

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 (A.U.P.) will be sanctioned accordingly.

Distance Learning:

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Aladdin Connect, phone calls and any other platform approved by the Board of Management to assist with remote learning 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.

Legislation

The school draws your attention to the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

- [Coco's Law](#)
- [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](#)

And other relevant information:

[Google Privacy Policy](#)

[Google Privacy Principles](#)

[Google Apps Security page](#)

Sanctions

- Misuse of the Internet and I.T. may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Recommendations for parents

- **People are not allowed to upload photographs or any other content which would identify any children or staff in the school on social media sites as you do not have the express permission of others to do so.**
- 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.
- It is expected that any online communication between pupils and their teachers will use appropriate language, grammar and punctuation conventions and not 'text speak.'
- 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 private. It may be awkward for a staff member to be asked to ignore a social network request.
- The school recognises that many social media platform have a minimum **age of 13** requirements. E.g. Snapchat, Instagram, Facebook, Tik Tok, YOLO, Houseparty, etc.(This list is not exhaustive.)
While the school will not monitor this, the school would advise parents to not allow their children to have personal social media accounts until they are of the appropriate age.
Pupils are strongly advised never to arrange a face-to-face meeting with someone they only know through the internet.

Conclusion:

This Acceptable Use Policy use will be amended from time to time as required. Any member of staff who uses I.T. is deemed to have made him/ herself aware of these policies.

This Policy was reviewed and adopted by the Board of Management in Dec 2024.

Chairperson of the Board of Management:

Michael Kelly

Principal :

Catherine McGlade

9/12/2024

