



# Acceptable Use Policy

## Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Convent Primary School Killaloe is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of internet & digital technology in Convent Primary School Killaloe.

The AUP will be revised regularly.

## Aims

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

Internet/technology 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. \*See School's Child Protection Policy.

## 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:

### General

Internet sessions will always be supervised.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

Students will not have access to teacher passwords.

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

Uploading and downloading of non-approved software will not be permitted.

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

The use of personal memory sticks, CD-ROMs or DVDs in school requires permission and all external software *must be scanned with anti-virus software* before use.

Students will observe good “netiquette” (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Internet**

Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher

Teachers and students will be familiar with copyright issues relating to online learning.

Students will never disclose or publicise personal information.

All Internet/technology users in Convent Primary School Killaloe should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.

Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

### **Email**

*Pupils* from 3<sup>rd</sup>/4<sup>th</sup> class upwards will have a Microsoft 365 for education account. These accounts will be monitored by parents and teachers.

Students will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.

Students will not reveal their own or other people’s personal details, such as addresses, telephone numbers or pictures.

Students will never arrange a meeting with someone they only know through emails or the internet.

*Teachers* only use work email/Microsoft 365 or Aladdin to communicate via email with parents- not personal accounts. Communication should only take place within the hours of 8am-6pm. Under no circumstances should pupils be contacted outside of these hours. Email scheduling should be utilised. Teachers should endeavour to reply to parent emails within 48 hours.

### **Microsoft Teams for Pupils**

Parents/guardians will have access to the password / code and will be expected to monitor their child’s use of the online platform when used at home. During school time Teams is continuously monitored by the class teacher. Individual teachers may use Teams as a sharing and collaborative

platform. Teams must be used for educational purposes only and be used in line with all other school policies. The Teams chat feature is not allowed to be used to set up private chat groups. If private chat is set up, Teams use may be withdrawn for that child.

Communication between teacher/pupil must only take place within the hours of 8am-6pm. Under no circumstances should pupils be contacted outside of these hours.

### **YouTube**

Staff will only have access to YouTube whilst using teacher laptops. This is for teacher access only for educational purposes. Pupils are not allowed access to YouTube. Teachers will be mindful of adverts whilst using YouTube.

### **Internet Chat**

Students will only have access to closed 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.

Students will not have access to closed chat room passwords.

Usernames will be used to avoid disclosure of identity.

Meetings with someone organised via Internet chat rooms and discussion forums is forbidden.

### **School Website / Social Media**

Pupils will be given the opportunity to publish projects, artwork and school work on the internet with parental permission.

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

Pupils' work will appear in an educational context online with a copyright notice prohibiting the copying of such work without written permission.

Digital photographs, audio or video clips of *individual* students will not be published on the school website/Facebook/Instagram page when possible. Instead, photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form. First names only will be published online.

No student has access to the school's social media pages. These pages are monitored closely by the teachers of Convent Primary School, Killaloe.

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

Pupils will continue to own the copyright on any work published.

### **Cyber-bullying**

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in CPS Killaloe.

We advise the following:

Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else.

Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges

In some cases, cyber-bullying is a crime

Remember that your activities are monitored and retained

The school will support students, teachers and parents in dealing with cyberbullying  
CPS Killaloe is committed to the Child Protection Procedures and will act as required.

### **Board of Management**

Board of Management members use an official school Microsoft 365 account. This account has been provided to facilitate secure and efficient communication related to official school matters. This account must only be used for official school business. Personal use or any activity unrelated to Board duties is not permitted.

### **Legislation**

Internet users have been made aware of legislation relating to use of the Internet.

There are a number of up-to-date guides/manuals on internet safety available online. Legislation can change frequently.

- Data Protection (Amendment) Act 2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 - <http://www.irishstatutebook.ie/ZZA25Y1988.html>

### **Support Structures**

Websites offering support and advice in the area of ICT safety are listed below and have been made available to all members of staff.

- Oide in technology <https://www.oidetechnologyineducation.ie/>
- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

There are a number of up-to-date guides/manuals on internet safety available online

### **Sanctions**

Misuse of the Internet/ technology may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

\*Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further

information.

The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed as required

Signed:

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Chairperson

**Permission Form**

Please review the attached school **Internet Acceptable Use Policy**, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Killaloe Convent Primary School.

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

**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/Facebook page, 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/Facebook page.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

## **APPENDIX A – ACCEPTABLE USE POLICY**

### **THE FOLLOWING IS A DIRECT RESPONSE TO THE COVID-19 PANDEMIC / SCHOOL CLOSURES**

#### ***DISTANCE LEARNING***

Where teaching cannot be conducted on the school premises, teachers may use SeeSaw, Symbaloo, Zoom or other platforms approved by the Principal as “Online Platforms” to assist with remote teaching where necessary.

The individual teacher using the Online Platform has signed up to the terms of service of the Online Platforms on behalf of the school and has enabled the most up to date security and privacy features which these Online Platforms provide.

Parents/guardians will be provided with the password / code and will be expected to monitor their child’s use of the Online Platforms.

If teachers are using Zoom, parents/guardians must consent to this. 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. Teacher approved links to some YouTube videos that are deemed useful to explain or compliment work set may also be used as part of teaching and learning.

#### **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.

*Jiona Fitzgerald*

Principal