Acceptable Use Policy (AUP) for Athea National School

October 2020

Acceptable Use Policy for ICT for Athea National School

Introductory Statement:

This policy updates the previous school AUP policy and it was drafted by the ICT committee of teachers in consultation with school staff, parents and BOM input.

The provision of ICT resources and access to the Internet supports teaching and learning in Athea National School, with rights and responsibilities for all users. The aim of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (ie pupils, staff, parents and approved visitors/speakers etc) who have access to, and who are users, of ICT in Athea National School.

It is envisaged that the ICT committee, together with staff, parents and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

Rationale for this policy:

Athea National School recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff. This Acceptable Use Policy outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using ICT technologies for curricular and any other school related activities.

Athea National School uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/tablet devices, digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

The aim of this Acceptable Use Policy (AUP) is to ensure that the school community will benefit from the learning opportunities offered by the school's ICT resources including the internet, in a safe and effective manner.

When using ICT in Athea National School, all members of the school community are expected:

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others users with respect at all times
- To respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

Athea National School implements the following strategies to promote the safe use of the internet:

- Pupils will be provided with education in the area of internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe Lessons and My Selfie/Webwise resource in Senior Classes.
- As part of the school's Anti Bullying Awareness Initiative (reference Anti-Bullying Policy) workshops for pupils on Online Safety and Cyber Bullying are organised for pupils on an annual basis if possible.
- Safer Internet Day will be acknowledged in Senior Classes in February each year.

- School staff will be provided with continuing professional development in the area of internet safety and online communication and ICT technologies.

- The school will regularly monitor pupils' Internet usage.

- 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 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.

ICT and Legislation - the following legislation is relevant to Internet Safety.

There is no specific legislation governing Internet safely at school level. Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one. There are, however, a number of legislations that have relevance to Internet safety. Copies of each of these Acts can be found online.

The school AUP complies with the following legislation relating to use of the Internet:

- **Data Protection Act 1998** - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
  http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html

- **Data Protection (Amendment) Act 2003** - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
  http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html

- **Child Trafficking and Pornography Act 1998** - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
  http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html

- **Interception Act 1993 –** this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
  http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html

- **Video Recordings Act 1989** - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
  http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html

- **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.
  http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html

- **Data Protection Act 2018**- Protection of people and their personal data
  http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html

1. Pupils :

Acceptable Use Policy for Pupils

Breaches of this AUP policy including serious online misbehaviours by pupils will be dealt with under Athea National School Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. Therefore, if the school AUP is not adhered to, the school reserves the right to withdraw pupil access to ICT resources as deemed necessary and sanctions will be imposed. Athea National School does not permit pupils to BYOD (Bring Your Own Devices) or external drives/USB storage devices etc to school unless authorised by the school for a specific project.

Use of the Internet:
The internet is accessible via Athea National School internal school network–in classrooms, school office, via the laptop/iPad trolley and via Wifi access points in specific areas of the school.

- Pupils will use the school's internet connection ***only for educational activities*** with the permission of and under the supervision of a member of the teaching staff.

- Pupils will normally use only child friendly search engines under the direction of teacher (ie Kidrex, Kiddle etc)

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials – pupils must report accidental accessing of any inappropriate sites etc to teacher ***immediately.***

- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person

- Pupils will not engage in online activities such as uploading or downloading large files.

- Downloading by pupils of materials or images not relevant to their specific area of study is only allowed under the supervision of and expressed permission of a teacher.

- Students will be encouraged to acknowledge the source of information (plagiarism and copyright infringement).

- Students will never disclose or publicise personal information without permission from teacher.

- 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.

Social Media:

- Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication.

- Pupils must not post or share personal information about pupils, staff and other members of the Athea National School community on social media.

- Pupils must not seek to 'friend' any member of school staff using any social media facility.

- The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

- Access to blogs such as Word Press and Glogster etc. is allowed in Athea National School for educational use only under the guidance and permission of teaching staff.

- Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of teaching staff.

- Pupils must not engage in activities involving social media or any form of communications technology, which might bring Athea National School into disrepute.

- Pupils must not represent their own personal views as being those of Athea National School on any social medium.

Mobile Phones and Electronic Devices:

Pupils are not permitted to have mobile or electronic devices on the school premises or on out-of-school or extracurricular activities.

Recording of Images & Video:

The school permits the recording of images and videos of pupils and school activities using *school digital cameras and school iPads* only. Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher.

- Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school.

- Pupils must not take, use, share, publish or distribute images of any member of the Athea National School community except with the permission of the teacher and member of the school community.

School Website/School App:

Permission is obtained from parents/ guardians at enrolment (see Acceptance of School Policies Form) to allow photographs of their child/ren to be published on the school website.

Pupils without website permission may be asked by teacher to step out of photographs/videos etc that are intended for the school website/school app. Such pupils and/or their school work may be photographed for internal school display only. Pupils who do not have parental permission for their image or work to be uploaded onto the school website will be identified.

Cyberbullying:

The school adheres to the *DES Procedures for Anti Bullying for Primary & Post Primary Schools* definition of **bullying as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time**. **This definition includes cyber-bullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users.** Such incidents of cyberbullying will be dealt with under the Athea National School Anti-Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school.

- Awareness of and the prevention of cyber bullying is an integral part of Athea National School Anti-Bullying policy.

- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

School Website/App:

Athea National School hosts a website and app, which provides information to the school community on many aspects of school life including curricula and extra curricular. It also provides information and access to school policies and procedures and as such is an important point of reference for parents, pupil, staff and management. The website also provides a platform for highlighting the educational activities and achievements of pupils and staff. The school website uses photographs/video/other multimedia to compliment written articles on the website. The school website operates under the authority of the BOM and is managed by a member/s of the school staff on behalf of the school.

Pupils Work and the School Website/School App:

Pupils may have the opportunity to publish projects, artwork or schoolwork on the school website as deemed appropriate by teacher – this work will be uploaded by a designated staff member. Pupils will continue to own the copyright on any work published on the school website. Athea National School will not publish the full names of pupils alongside images or videos posted on the school website/App.

Sanctions for the misuse of ICT and Internet by pupils

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in Athea National School's Code of Behaviour, Anti Bullying Policy, and Mobile Phone/Electronic Devices Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardaĺ, TUSLA. Office of the Data Commissioner etc.

2. Parents/ Guardians

Acceptable Use Policy for Parents/ Guardians

- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff and other members of the school community.

- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Athea National School to any social media platform. This includes images from in-school concerts, events etc.

- Parents/Guardians must not take, use, share, publish or distribute images of any member of Athea National School community without their expressed permission.

- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Athea National School into disrepute.

- Parents/Guardians must not represent their own personal views as those of being of Athea National School on any social medium.

- Parents/Guardians should ensure that pupils do not copy/share homework assignments or school projects using instant messaging services social networks or any other form of technological communications.

- Parents/Guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE : Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and *should* monitor their child/ren's online behaviour outside of school.

School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

Athea National School will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.

3. School Staff & Authorised Visitors/ Outside Agencies

Acceptable Use policy for School Staff & Authorised Visitors/ Outside Agencies

Email and Messaging:
- Staff members are responsible for password protecting their own email accounts.

- Staff must not use school email addresses to set up personal/social media accounts.

Internet Access/Web Browsing and Downloading:

- Teachers must always supervise access to the Internet by pupils in Athea National School and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.

- Staff will ensure that school WiFi and network administrator passwords are not disclosed to pupils or non-staff members.

- Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times. Staff or authorised school visitors/agencies is not permitted to alter the school broadband filtering preferences in any form or manner.

- Staff members may access the internet for personal purposes outside of pupil-teacher contact time only.

- Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access to the computer facilities with the permission of their mentor or supervising class teacher. All teaching practice and placement students must adhere to Athea National School Acceptable Use policy.

Recording of Images & Video:

- Staff will only use school digital cameras and school iPads/other school ICT equipment for the recording of images and video of pupils for school related purposes.

- *Staff will not take photos or video pupils or school activities on personal mobile phones.*

Social Media:

- Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.

- School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of Athea National school community on any form of social media sites etc.

- Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Athea National School into disrepute.

- Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Athea National School on any social medium.

- All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)

- Staff authorised school visitors/agencies will adhere to the school guidelines on the use of personal Mobile Phones & Electronic Devices during the school day.

Distance Learning/ Blended Learning:

- A separate Remote Teaching and Learning Plan Policy is in place for Athea National School based on *Guidance on Remote Learning in a COVID-19 Context: September – December 2020* (08 October 2020).

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Seesaw, Google Classroom, Google Meet, Zoom, Microsoft Teams, Classdojo, Edmodo or other platforms, approved by the principal, as platforms (the 'Online 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 and has enabled the most up to date security and privacy features which these platforms provide.

- In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform.

- In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.

- In the case of Zoom, Microsoft Teams or other conferencing platforms, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc.

- Parents/Guardians must agree to monitor their child's participation in any such communications conducted on the Online Platforms.

- Parents/Guardians must agree to ensure their child's behaviour adheres to the Athea National School Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology, Communications Policy and other relevant policies.

- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.

- Parents/Guardians, children and staff must not share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

- Parents/Guardians, children and staff must be vigilant in terms of child protection with regards to recording children online.

- Discussion forums on Google Classroom, Google Meet, Zoom or Microsoft Teams will only be used for educational purposes and should always be supervised by an adult.

- Parents will receive prior notification of any such virtual meeting/video conferencing.

Internet Safety Advice

Useful websites for further information on online and communications technology:

- http://www.iab.ie/
  Internet Advisory Board

- http://esafety.ie/
  Internet Safety Seminars for Schools/Parents

- http://www.webwise.ie/
  Provides parents, teachers, and children with educational resources, advice and information about potential dangers on the internet

- http://www.ncte.ie/

The National Centre for Technology in Education provides advice and support on ECTs in education

- https://www.webwise.ie/saferinternetday/
  Information on Safer Internet Day

- http://www.internetsafety.ie/
  Office for Internet Safety

- http://www.watchyourspace.ie/
  Advice on managing children's profiles on social-networking

- http://www.makeitsecure.org/
  Provides information on IT security risks on line

- http://www.netsecure.ie/
  National awareness campaign on computer security

Links with other School Policies:

This policy in linked to the following school policies:

- Child Protection Policy

- Code of Behaviour & Suspensions Policy

- Anti Bullying Policy

- Data Protection Policy

- Mobile Phone and Electronic Devices Policies

- Remote Teaching and Learning Plan Policy

The Board of Management ratified this policy at its meeting on 08th December 2020.

Signed:

Marie Gleeson   **Date: 08/12/20**

(Chairperson BOM)

Letter to Parents / Guardians

Dear Parents / Guardians,

We offer pupils supervised access to I.T., including access to the Internet, as part of the school's education programme. This allows student access to a large array of online educational resources which we believe can greatly enhance students' learning experience.

However, access to and use of the internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. It is important that this document is read carefully and the accompanying *Permission Form Template* is completed and signed by a parent or guardian based on your decision. Please return the form to your child's class teacher once completed.

The school takes active steps to promote safe use of the internet, however, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by Athea National School's Acceptable Use Policy.

Once you are familiar with the school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and reflect on ways which would make it safer for your family.

Yours sincerely,
The Staff of Athea N.S.

Permission Form Template

Please review the school's Acceptable Use Policy, then sign and return this permission form to your child's class teacher.

School Name: Athea N.S.

Name of Student:_____

Class:_____

Student

I agree to follow the school's Acceptable Use Policy on the use of I.T., to include use of the Internet. I will use I.T., including the Internet, in a responsible way and obey all the rules explained to me by the school.

Student's Signature:_____

Date:_____

Parent / Guardian

As the parent or legal guardian of the above student, I am familiar with the Acceptable Use Policy and grant permission for my son, daughter or the child in my care to access I.T., including access to the Internet. I understand that I.T. and 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 and that the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐   **I do not accept the above paragraph** ☐

(Please tick as appropriate)

I accept that, in relation to the school website, my child's schoolwork may be chosen for inclusion on the website if the school considers it appropriate. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph ☐   **I do not accept the above paragraph** ☐

(Please tick as appropriate)

Signature:_____Date:_____

Telephone:_____E-mail:_____

Dear Parents,

During your child's time in Athea N.S. s/he may be invited to use Seesaw (http://seesaw.me), a secure online journal where students can document and reflect on what they are learning in class, or another similar learning platform. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their journal and we can share them privately with you and other family members to view and comment on.

In order for your child to use such online platforms, your child's name is required to enable platforms associate work like their photos, videos or voice recordings with their account. These platforms only use this information to provide the service and don't use data to advertise, create profiles of students, or share or sell your child's personal information or journal content.

Under an EU law called the General Data Protection Regulation (GDPR), the school must get your consent for use of these online platforms. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

Please sign below and return this permission slip so that your child can use such online platforms if they are invited to do so. It is your right to change your mind at any stage throughout your child's time in Athea N.S. If this should occur, it is your responsibility to inform the school of your decision.

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Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Signature: _____

Parent E-mail: _____ Date: _____