

### **Bunscoil McAuley Rice Acceptable Use Policy (AUP)**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The Board of Management will review the AUP regularly. Before enrolling and signing the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

#### **Our School's Strategy**

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their lives and they are "growing up digitally" with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation, know to respect copyright and intellectual property and know where to get help if problems arise. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages

#### **Security Measures**

- Internet use by pupils in school will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the NCTE working closely with the Department of Education and Science and are coordinated and supported by the NCTE Service Desk which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training and information in the area of Internet safety. (e.g. [www.webwise.ie](http://www.webwise.ie))
- 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 memory sticks or other digital storage media in school requires a teacher's permission.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will treat others with respect at all times. They will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute. (see Anti-Bullying Procedures)
- Teachers will use Apple Classroom for live screen monitoring of pupil iPad use in class.
- Teachers will use Apple Classroom to review all apps accessed by a pupil during a class and the time spent using that app.
- Teachers will use Apple Classroom's "single app use" functionality to lock pupils into a particular app thus reducing the possibility of them accessing unapproved apps or sites.

#### **Use of the Internet**

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the Internet in school for educational purposes only during class time. On wet days during break times, when the children remain in their classrooms, children may watch child appropriate media streaming sites/dvds, vetted and accessed by class teacher/supervising teacher/SNA only, for entertainment.
- In the event of a child accidentally accessing material or images that are not age appropriate during a lesson, the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Coordinator.

- A list of appropriate websites will be made available to every teacher. Also a list of educational websites will be saved in the favourite's folder on the school computers.
- Pupils will be familiar with copyright issues relating to online learning. Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils 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 use policy.
- Pupils 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.
- Pupils will not use email accounts while in school.

### **Distance Learning**

#### **Distance Learning Guidelines:**

- Each staff member has been issued with a secure school domain email address which they can use to make contact with parents.
- Aladdin Connect and Zoom are the main applications the school will use for distance learning.
- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication that has been approved by the school and sanctioned by the class teacher, ie. Google Meet, Zoom, Class Dojo, Seesaw, Aladdin Connect, Loom and Google Classroom.
- All email communication with staff members must be from parents, not children, through the dedicated email address.
- Face to face communication (video conferencing) will be through Zoom. The initial contact will be set up using the staff member's email and the parent's email. No recording of these Zoom interactions is permitted. There will be two teachers present in all Zoom conferences with students. Parental questions or concerns should not be addressed during these sessions. All questions or concerns should be addressed to the teacher's email address.
- Although communication using a mobile phone is not the first resort, in the rare exception where it is necessary eg. Parent/Teacher Meetings, staff members should change their settings on their phones so that the recipient of the call sees "No caller ID".
- Pupils are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
- Pupils will be permitted to upload pictures of their work on Aladdin Connect with parental permission or parents can email work to the teacher's email address.
- These services, although not owned by Bunscoil McAuley Rice, form part of our web services and all content that is placed on these services falls under this policy.
- Any electronic forms of communication will only be used for educational purposes.
- In advance of using these communication forums, parental permission for the child is required. Furthermore, as the links for lessons are being communicated to parents/guardians, the cover note will state that by virtue of the children logging in to the resource, permission is assumed.
- It is the duty of the parents/guardians to supervise children on their end.
- Bunscoil McAuley Rice cannot accept responsibility for the security of such online platforms in the event they are hacked.

### **Email/Internet Chat**

- Pupils will use approved class email accounts under supervision by or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene, 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 and telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Pupils will not post photographs or their own or other family members' faces
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will not have access to chatrooms, discussion forums, messaging or other electronic communication except for when arrangements are made and under the supervision of staff and parents.

### **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 Aladdin Connect, Youtube, ClassDojo, Twitter 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 Bunscoil McAuley Rice, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's Twitter account follows the same safety rules, eg the showing of photographs, videos 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 not to 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, eg. ClassDojo. However, all interactions will be under the supervision of the teacher. Pupils will not be allowed to use their own personal accounts for social media.
- Please do not "tag" photographs or any other content which would identify any pupils or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels).
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated the same way as written messages to the school.
- Avoid any negative conversations about pupils, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- 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.
- Failure to keep the above rules will result in a permanent ban on our social media accounts.

### **iPads**

- Pupils should never leave their iPad unattended when in use.
- Pupils should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Pupils require permission before sending any form of electronic message.
- Audio or visual content taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teacher's direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a pupil accidentally accessing material or images that are not age appropriate during a lesson, the pupil will immediately minimise the page and report the incident to the class teacher without attracting the attention of other pupils. The teacher should report the incident to the ICT Coordinator.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.
- Food and drinks are not permitted on tables while iPads are in use.
- Food and drinks are not permitted in the computer room.

### **School Website**

- Please note that the following points apply to the school's website and social media profiles, including but not limited to Twitter and Youtube.
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of pupil work will be co-ordinated by Principal/IT Co-ordinator/Teacher.
- Pupils' work will appear in an educational context on Web pages.
- 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 guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- The school website will avoid publishing the first name and last name of individuals together in a photograph.
- 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.
- Only photographs without names will be published on the school website and used on the school Twitter site.
- Personal information (name, address, etc.) will be omitted from the school web pages.
- Pupils will continue to own copyright on any work published.

#### **Miscellaneous**

- Pupils are not allowed to have mobile phones or personal devices in school. Please see mobile device policy for further information.
- From time to time parents will receive information and advice regarding Internet safety in the home.

#### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which staff, students and parents should familiarise themselves with:

- Data Protection Act 2018
- 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. An external facilitator will visit the school every year at timely intervals to carry out workshops with pupils from 3<sup>rd</sup>-6<sup>th</sup> class and with parents/guardians.

#### **Sanctions**

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access material or images that are not age appropriate during a lesson and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will 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.
- All of these sanctions are in line with our school's Code of Behaviour.