



Acceptable Use & Policy

School Name: St. Philomena's National School,

Address: Convent Road,
Tullamore,
Co. Offaly.

Aim:

The aim of this Acceptable Use Policy (AUP) 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 valuable school resource. Therefore, if the school AUP is not adhered to access to this valuable resource will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This version of the AUP was created in March 2022.

School's Strategy:

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined previously. The online world is very much part of their lives, with technology embedded in many aspects of their lives. Digital literacy skills are key life skills for children and young people today. They need to 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 sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers are provided with training and information in the area of Internet safety. This is embedded in our SPHE curriculum and draws on materials provided by Webwise, the PDST and others
- Uploading and downloading of non-approved software is not 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 observe good “netiquette” (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

Use of the internet:

- Students will use the Internet in school for educational purposes only.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize 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 school principal.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be familiar with copyright issues relating to online learning.
- Students 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.
- 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.

Use of school devices:

- Students should never leave their device unattended when in use.
- Students should follow teacher’s instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or video 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 a 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 child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- Devices must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Email and Messaging:

- Downloading by students of materials or images not relevant to their studies is not allowed.
- The use of pupils’ personal email accounts is not allowed at St. Philomena's N.S.
- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator.
- Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.
- Students should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. In our school this would typically be Seesaw or Zoom.

School Website and Twitter Account:

- Pupils may be given the opportunity to publish work on the school website.
- School and pupil achievements may be celebrated through our school website and Twitter account.
- The publication of student work will be co-ordinated by a teacher.
- Digital photographs of individual pupils will not be published on the school website or Twitter account. Photographs will focus on groups rather than individuals.
- Content focusing on individual students will not be published on the school website or Twitter account without the parental permission.
- Video clips may be password protected.
- Personal pupil's information (name, address etc.) will be omitted from the school web pages and Twitter account.
- Pupils will continue to own copyright on any work published. The website is monitored to ensure that there is no content that compromises the safety of pupils or staff.

Social Media:

- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and students must not discuss personal information about pupils, staff and other members of the St. Philomena's N.S. community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring St. Philomena's N.S. into disrepute.
- Staff and Students must not represent your personal views as those of bring St. Philomena's N.S. on any social medium.
- Students will be given guidance on etiquette regarding social media.
- Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

Learning Platforms (including video conferencing, Seesaw, Google Classroom)

- St. Philomena's N.S. digital learning platform is managed by the school. This platform should enable two-way communication.
- Each user of the platform will be provided with their own unique login credentials. Students must only use their school assigned login for accessing the school digital learning platform.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Parents should be informed prior to student usage of the schools' digital learning platform.

Google Classroom

- Google Classroom is the tool that we will use to remotely communicate with our pupils. It is part of the G Suite range of tools and is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The main purpose of Google Classroom is to streamline the process of sharing files between teachers and students and to facilitate communication between teachers and students. Google Classroom simplifies the distribution and collection process of student work. The teacher is able to compile a collection of documents, videos and resource links into an assignment. The students can view the document, edit the document, or receive a copy of the document. Google Classroom restricts participation in the environment to staff and students on the domain. Our students and teachers are given a Google account login that is specific to the school's domain. This may look something like jane.murphy@stphilomenasns.ie. Students and teachers need to be logged into and utilise their school account to participate in the Classroom environment.

Distance Learning:

Should circumstances make it necessary to use Distance Learning, please refer to our Distance and Remote learning Policy.

Personal Devices:

Pupils will not be allowed to use their own personal devices in the school. Smart watches with cameras or messaging capabilities are not permitted. Mobile phones are not permitted in St. Philomena's N.S. Should a parent/guardian need to contact their child during school hours, they can do so by contacting the office on 057 9321983. Please note that if a pupil is caught with a mobile device or using a smart watch to send messages or take pictures, a parent/guardian will be contacted immediately to come into the school to collect the device/phone. As a staff, we will not take responsibility for pupil's personal devices and therefore, will not hold or handle such devices under any circumstance.

Staff:

The Internet is available for Staff for personal and professional use. Personal use of the Internet should not occur during class time.

Support Structures:

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Parents will regularly receive information and advice regarding Internet safety in the home.

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 foolproof.
- Procedures are in place should a child accidentally access inappropriate material 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 discipline policy

Legislation:

Information is available on the Internet on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Parental Permission:

Please review the above Acceptable Use Policy. Should you object to the use of the internet by your child or children within the school please make this known in writing to the principal of the school, Mrs.

Geraldine Gaffey

This policy was reviewed in March 2023 by:

The Principal
The Board of Management
The Parents' Association
The School's IT Co-ordinators and e-Learning team

It will be revised again when deemed necessary.

Signed & Dated

Marie White (Chair BOM)

Geraldine Gaffey (Principal)

23/3/23