

Acceptable Use Policy

School Name: St. Patrick's De La Salle B.N.S 17854D

Address: Coote's Lane, Kilkenny

Aim

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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:

General

- Internet sessions will always be supervised by a member of staff
- The school will regularly monitor pupils' Internet usage.
- 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. School currently uses ESET antivirus (3 Year contract).
- 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.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media; Isolated or once-off incidents of intentional negative behaviour, including a once off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

World Wide Web

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental access to inappropriate materials in accordance with school procedures.

Students will use the Internet for educational purposes only during class time.

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 usage 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.

Email / Google Drive / Internet Chat /Social Media

School email address and drive is to be used for educational purposes only.

The email address provided by the school to each student is the property of St. Patrick's De La Salle BNS.

If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.

Students will use approved class email accounts in school under supervision by or permission from a teacher.

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

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

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

Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

Class comments will be disabled on Google Classrooms.

As the Internet has become a two way communication system for the school and the wider community. Services such as Aladdin, Facebook, Wordpress, Twitter, Seesaw 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 St. Patrick's De La Salle, 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 Facebook account follows the same safety rules, e.g. the showing of photographs, video, etc. The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.

Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, Snapchat etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.

Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Whatsapp,

Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.

Parents and guardians are encouraged to regularly check the duration of their child's 'screen time' and make sure that any computer games they play are age appropriate.

Please do not "tag" photographs or any other content which would identify any children or staff in the school.

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.

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 personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

Please do not add advertisements to our wall without prior permission of the principal.

Failure to keep the above rules will result in a permanent ban on our social media accounts.

School Website

- Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Instagram & Twitter
- Pupils may be given the opportunity to publish projects, artwork or school work 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 website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- Pupils' work may appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focussing on individual students will not be published on the school website. Photographs, audio and video clips will be used. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals 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.
- Pupils will continue to own the copyright on any work published.

Mobile Phones / Electronic Devices

- The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource.

- The school acknowledges the usefulness and practicality of mobile phones for teachers as a means of communication especially during emergencies (e.g. an accident on yard)
- Many features on mobile phones / electronic devices such as Organiser (calendar, calculator, convertor etc) Applications (voice recorder, stopwatch, image editor, video recording) or even Alarms are very useful and may be used under the direction by staff members for such instances.
 - Staff members should not use their mobile phones during class time for non-educational reasons.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's acceptable usage policy.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
 - Any pupil bringing a mobile phone into school must give it to the class teacher when they arrive into the classroom. The phone must be turned off. The teacher will give the phone back to the pupil at the end of the school day. The phone must not be turned on, until the pupil leaves the school premises.
 - If a pupil uses a phone during the school day without the consent of a staff member , their phone may be confiscated and given to the school principal.

Legislation

The school will provide information 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

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material and harmful use of the internet.

Sanctions

Misuse of the internet 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.

This policy was ratified on 11/10/21 . The next review will be in October 2023

Signed:  (Chairperson)