<u>Acceptable Use Policy</u>

School Name: St. Cronan's Junior National School,

Address: Brackenstown,
              Swords,
              Co. Dublin

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. Their access to the internet will be controlled at all times.

It is envisaged that the school and parent representatives will revise the AUP annually. 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 on 7 December 2020

This policy was completed in connection with the ICT Policy by the Digital Learning team.

School's Strategy
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 (on school ipads or computers) 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.
- The school will always monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety where appropriate.
- Uploading and downloading of software will be done by teaching staff only.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks and other digital storage media in school will not be permitted by the students.
- Students will treat others with respect at all times.

World Wide Web

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw,, Wordpress, 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 St. Cronan's JNS, form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

- 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, 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. Children 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 children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way.
- 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. 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. Most 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 social media account without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.
- All access to internet sites that contain obscene, illegal, hateful or otherwise objectionable materials will be blocked.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only and always under the supervision of a teacher. During Golden Time, they may be allowed to use the internet for entertainment purposes. However, all websites will be vetted by the class teacher.

- Students cannot use social media accounts or record images, audio or video of other students or staff.
- Students will be taught never disclose or publicise personal information even outside of school.
- Students will only download materials or images relevant to their studies under strict supervision of the teacher.
- All websites and apps will be vetted by the teacher. All videos will be watched and listened to by the teacher before use by the students.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Zoom, SeeSaw and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member may directly speak to a parent/guardian live e.g. through an online meeting. The staff member invites the parents/guardians to these meetings using a code. The following are ground rules for synchronous communications;

- All meetings will be password protected. Invitations with link/meeting ID and Passwords are sent to relevant participants only and must not be shared with others.
- Participants must use their real names when attending a meeting for identification purposes.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular meeting.
- The school management reserves the right at all times to remove an attendee from a meeting if the behaviour of an attendee is deemed inappropriate or in breach of the AUP.
- When possible a waiting room will be used for online meetings. The host will be alerted when a participant joins and can then allow them into the meeting room.
- Once everyone has joined the meeting it will be locked by the host ensuring nobody else can enter.
- Children should not be present at meetings held between staff members and parents/guardians using an online platform.
- Participants are not permitted to record the screen, sound or any part of a meeting, presentation or webinar without the consent of all involved.

The PDST outline guidelines at the following link;
https://www.pdst.ie/DistanceLearning/VideoConferencing

Email

- Students will not be given access to email accounts in the school.
- School emails cannot be used to send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate

another person. Any evidence of these activities discovered by parents should be reported immediately to the school.

- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers of pictures.
- Students will be taught never to arrange a face-to-face meeting with someone they only know through emails or the Internet. Parents should also instruct their children in this area.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Internet chat rooms or discussion fora will not be allowed in the school.

School Website/School Blogs

- Uploading of projects, artwork or school work on the World Wide Web will be done by teaching staff only.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff. This should not happen as uploading is done by staff only.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. 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.
- Individual photographs of children will not be published.
- 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.

Seesaw Digital learning Journals

Pupils at Saint Cronan's JNS have access to their own Seesaw digital learning journals. Pupils are able to post images, videos and audio recordings related to their classwork in their journals. All uploads, including comments, have to be approved by the class tutor.

Parents, via the Seesaw app/website, only have access to their own child's journal content. Parents sign a school Seesaw consent form before being provided access to

their child's learning journal.

Seesaw is compliant with GDPR in how it stores data: https://web.seesaw.me/privacy-policy

Personal Devices

Pupils will not be allowed to use their own personal devices in the school.

Support Structures

- Parents can find all the information they need to ensure their child makes the most of their time online, including the latest on internet safety from: https://www.webwise.ie/parents/
- The National Parents Council offer online courses in Remote Learning and Online Safety for parents: https://www.npc.ie/training-and-resources/training-we-offer/category/online-training
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.
- Teacher's can access *Learning for All*, a live webinar series from the Teaching Council and Professional Development Service for Teachers (PDST) to help support learning from home in these changing times: https://www.teachingcouncil.ie/en/About-Us1/Learning-for-All-Webinar-Series/
- On an annual basis, the school will run a series of lessons on acceptable internet usage for students. This will cover several topics including cyber-bullying.

Sanctions

Misuse of this policy may result in disciplinary actions. The school also reserves the right to report any illegal activities to the appropriate authorities where these come to the notice of any member of staff.

Legislation and Regulation

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

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

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, Ms. E. Moloney.

This policy was reviewed in June 2021 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 in 2022.