

Acceptable Usage Policy (AUP)

Bunscoil Mhuire,
Youghal

Board of Management of Bunscoil Mhuire N.S

This policy has been formulated by Bunscoil Mhuire to assist teachers, pupils and parents in making an informed decision in relation to the safe and practical use of technology in education. This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops and other IT resources that connect to the school's network.

Aim of Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed.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. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

School 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:

- Internet sessions will always be supervised by a teacher.
- 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.
- 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.

Internet Usage

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of 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.

Two Way Communication

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 (Aladdin Connect), Seesaw, Facebook 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 Mhuire, 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 website 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, etc. until they are the appropriate age.
- 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, Viber, 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.
- 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 make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- 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 to our social media accounts.

School Website

- Please note that the following points apply to the school's website and social media profiles, including but not limited to Facebook and YouTube.
- Pupils will be given the opportunity to publish projects, artwork or school work on the internet 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 co-ordinated 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. Photographs, audio and video clips may be used.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the 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.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw, Google Classroom, Zoom 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.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents can access Seesaw through the Seesaw Family App, there a family account will link all children in a family. Children can access Seesaw through the Seesaw Class App and view and submit work set by the teacher accordingly.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms

I-Pads

Users' Responsibilities (including members of staff)

- Users must use protective covers/cases for their I-Pad.
- The I-Pad screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects (books, laptops, etc.) on top of the I-Pad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the I-Pad screen. I-pads will be cleaned after use by child and stored on the charging trolley.
- Do not subject the I-Pad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that person's consent.
- Devices must be surrendered immediately upon request by any member of staff.

Safeguarding and Maintaining as an Academic Tool

- I-Pad batteries are required to be charged after a class uses them.
- Items deleted from the I-Pad cannot be recovered.
- Memory space is limited. Deletion of photos and videos will happen periodically by the Principal, ICT Co-Ordinator or Staff members.
- I-Pads must always be returned after use and are never to be taken home by children.
- If an I-Pad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen I-Pad

- If an I-Pad is lost, stolen, or damaged, management must be notified immediately.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the I-Pad must adhere to the ICT Policy.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Pupils are not allowed to have music and install apps on their I-Pad.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process which removes any limitations placed on the I-Pad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo.
- Bunscoil Mhuire reserves the right to confiscate and search an I-Pad to ensure compliance with this Responsible Use Policy.

Support Structures

Bunscoil Mhuire endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying lessons annually for pupils from Junior Infants – 6th class.
- The school, where possible, will provide Internet Safety and Cyber Bullying talks for parents and guardians annually to all parents in the school.
- Staff will partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.

Sanctions

Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, Yellow card, Red Card, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification

This policy was ratified by the BOM on _____

Chairperson of the Board _____

School Principal _____

Internet Safety Advice

Useful websites for further information on online and communications technology.

- Get With it (Parents Guide to Cyberbullying – on www.scoilthomais.ie)
- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

Legislation

The school follows guidelines 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
- Anti Bullying Guidelines for Primary Schools (2013)

References

- http://www.powerstownet.com/wp-content/uploads/2012/06/PETNS_24_AUP_sept2015.pdf
- <https://www.webwise.ie/>
- <https://www.curriculumonline.ie/getmedia/4adfb22-f972-45a1-a0ba-d1864c69dff2/ICT-Guidelines-Primary-Teachers.pdf>
- <https://www.education.ie/en/Schools-Colleges/Information/Information-Communications-Technology-ICT-in-Schools/>

Bunscoil Mhuire iPad Agreement

In order to ensure that the iPads in our school are used correctly all pupils and parents are required to sign the agreement below.

Pupil Pledge for iPad Use

1. I will take good care of any iPad I use.
2. I will know where the iPad is at all times when I am using it.
3. I will keep food and drinks away from the iPad.
4. I will protect the iPad by only carrying it whilst it is in a case.
5. I will use the iPad in ways that are appropriate.
6. I understand that the iPads are subject to inspection at any time without notice.
7. I will only photograph people with their permission.
8. I will only use the camera or the microphone when my teacher tells me to.
9. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
10. I will not hide any iPad so others cannot use it.
11. I agree to abide by the statements of this iPad acceptable use policy

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name of child _____

Signature of child _____

Signature of Parent/Guardian _____

Date _____