ST. PATRICK'S BOYS' NATIONAL SCHOOL

Acceptable Usage Policy

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Brian Horan

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General Usage:

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's internet and online learning 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the schools code of behaviour will be implemented.

Before enrolment, parents/ guardians will be directed to the schools AUP in order to ensure that the conditions of use are accepted and understood. The board of management would expect all school stakeholders, teachers, auxiliary staff, pupils and parents/ guardians of children in our school to respect the principles of this document in their own use of online learning resources.

This Acceptable Use Policy applies to pupils who have access to, and are users of the internet and digital technologies in St. Patrick's Boys National School. It also applies to members of staff, volunteers, parents/guardians, carers and others who use these resources in St. Patrick's Boys National School.

When using digital technologies for teaching and learning purposes, pupils, parents/ guardians and staff are expected:
- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.
- Show respect for all digital technologies owned and used by the school.

Schools Strategy

Pupils will use digital technologies for educational purposes only. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with internet use and online learning platforms/ resources.

These strategies are implemented under three broad categories:
1. Online
2. Platforms
3. Digital Safety.

1. Online:

1A. Filtering Level:

St. Patrick's Boys' National School is connected to the School Broadband Programme that accesses internet content through a central filtering system.

All Schools are free to choose the level of content filtering that is most suitable to their setting and learners. There are six different levels of filtration. Level 1 is the most restrictive, whilst level 6 allows for more online open access. More information about filtering can be found at www.webwise.ie. Webwise is the Irish Internet Safety Awareness Centre which is co-funded by the Department of Education and Skills.

St. Patrick's Boys' National School has chosen to implement a split on content filtering on the schools broadband network. This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils etc.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action in accordance with the schools Code of Behaviour.

Additional strategies have been implemented in order to minimise risk factors associated with online resources:

- Virus protection software will be used and updated on a regular basis.
- The use of digital technologies will always be supervised by a teacher.
- Google Chrome is set as the default search engine on staff devices. This is set to "safe search", this setting is checked weekly as part of a school network safety test.
- The school will regularly monitor pupils' internet usage, through the use of (but not limited to) AppleClassroom and AppleManager.
- Uploading and downloading of non-approved software is not permitted.
- An administrator password is required to make software changes to staff desktops and laptops.

1B. Searching, downloading and browsing websites, software and applications:

St. Patrick's Boys' National School recognises and advocates for the high quality teaching and learning facilitated through use of digital resources such as websites

and applications. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with such media:

- New software/ applications will only be downloaded/ installed by an administrator.
- Administrator privileges are password protected.
- Uploading and downloading of non-approved software will not be permitted.
- Website browsing and use of search engines, use of applications and the use of other digital resources will always be supervised by a teacher.
- Pupils will use child- friendly search engines such as kiddle.com.
- Pupils will not intentionally attempt to visit websites or applications that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental attempted/ successful accessing of inappropriate materials in accordance with school procedures and in an age-appropriate manner.

1C. Copyright Guidelines:

With the increased use of digital tools to facilitate high quality teaching and learning, pupils have access to so many different images and other relevant material. However, much of the internet content of relevance is protected by copyright. In St. Patrick's Boys' National School, we recognise that vital digital literacy skills are to teach pupils about copyright protection.

- The Webwise Programme, including copyright education, is taught every second academic year as part of the SPHE programme.
- Each year, before commencing use of digital learning platforms for content creation, teachers will provide simple copyright education and infringement to pupils, in an age appropriate manner. Guidelines for such teaching and learning can be found at www.webwise.ie
- Pupils will continue to own the copyright on any personal work published on any school used digital platform.
- Pupils will not copy information into their work and fail to acknowledge the source (plagiarism and copyright infringement).
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1D. School Website:

Here in St. Patrick's Boys' National we advocate for the use of our school website as a means of creating community spirit within the school, whilst bringing the work of the school to a wider community. Pupils will be given the opportunity to publish

projects, artwork or school work, including a pupil written newsletter, on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The school complies with the requirements of:

- Data Protection (Amendment) Act 2003
- The Data Protection Act 1988
- GDPR 2018

The school endeavors to:
- Seek parental permission for children's work or digital media with their facial image to be used on the school website.
- Photos will endeavour to focus on group activities rather than individual children.
- That the website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

The school employs a number of further strategies in order to reduce risks associated with use of the school website, and for the protection of school stakeholders.

- St. Patrick's Boys National School will use only digital photographs, audio or video clips focusing on group activities, where possible.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on St. Patrick's Boys National School web pages.
- The St. Patrick's Boys National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published online.

1E. Social Media:

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and Facebook), microblogs such as Twitter, and content sharing sites such as flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

Use of school social media accounts must, at all times, align with and advocate for the schools vision and ethos.

The following statements apply to the use of messaging, blogging and video streaming services in St. Patrick's Boys' National School:

- 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 pupils must not discuss personal information about pupils, staff and other members of the St. Patrick's Boys' National School community on social media.
- When posting about pupils, the work of pupils and staff, considerable thought should be given to future outcomes of such posts and repercussions of the person's wellbeing in the future i.e. possible embarrassment, dislike of the material etc.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring St. Patrick's Boys' National School into disrepute.
- Staff and pupils must not represent your personal views as those of St. Patrick's Boys' National School on any social medium.
- Parental permission for children's work or digital media with their facial image to be used on the school social media accounts, must be sought.

2. Platforms:

2A: Digital Learning Platforms:
St. Patrick's Boys' National School uses digital learning platforms for teaching and learning purposes.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with such media.

- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Prior acceptance from parents/guardians should be sought for student usage of the school's digital learning platform.
- Pupils must only use their school email for accessing the school digital learning platform.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Staff may use personal devices to generate content but will delete content after content is used for purpose.
- Children may only use personal devices with specific permission.
- Our Remote Learning Policy details how teaching and learning will be facilitated on digital learning platforms in the event of school closures.

2B. Use of email accounts:

Staff:

All staff have access to a school email account.
- Staff must only use their school email for school related activities and for registering on school based activities only.
- Staff should not use school email accounts to register for online services, social networking, apps or games.
- Staff must ensure that privacy of communication is maintained in line with the schools GDPR Policy, particularly when communicating with certain stakeholders e.g. parents/guardians. Teachers should 'bcc' communal communications.
- Staff should immediately 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.
- Staff should avoid opening emails that appear suspicious. Staff should report such mail to their IT administrator.
- Staff will not forward email messages or screenshots of emails or "reply all" without the permission of the originator.

- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Pupils:

All pupils have access to a school email account.
- Pupils 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,
- Pupils should not use school email accounts to register for online services, social networking, apps or games.
- Pupils should immediately 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 avoid opening emails that appear suspicious. Pupils should report such mail to their teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

2C. Capturing and Storing Media:

At St. Patrick's Boys' National School, teachers must not take, use, share, publish or distribute images of others without parental permission.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with such media.

- The use of personal external digital storage media in school, requires school permission.
- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from parents/guardians.
- Written permission from parents/guardians or carers will be obtained before photographs of pupils are published on the school website and social media accounts.

2D. GDPR:

St. Patrick's BNS complies with The General Data Protection Regulation (GDPR) which is legislation on personal data being used and stored. Personal data relates to information that can directly or indirectly identify a real person. For further details please refer to our GDPR policy.

3: Internet Safety:

St. Patrick's Boys' National School implements the following strategies on promoting safer use of the internet:

- Pupils and teachers will be provided with training in the area of internet safety.
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Patrick's Boys National School participates in Safer Internet Day activities to promote safer and more effective use of the internet.

3A: Internet Use:

The use of the internet can provide meaningful learning opportunities and experiences to pupils. St. Patrick's Boys' National School expect that:

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils and staff 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 download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading, by pupils of 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 of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

3B. Personal Devices:

While in general, students should not bring personal devices to school, St. Patrick's Boys National School acknowledges that in certain circumstances, pupils may be required to bring a personal device such as a smartphone, smart device or SIM enabled smartwatch to school.

In these circumstances, the school expects that:

- Parents/guardians will contact the class teacher to inform him or her of the reason that their son must have a device. This can be done by contacting the teacher directly or by emailing the office at info@stpatsbns.ie
- Pupils who bring personal devices must keep those devices switched off in their bag. Responsibility for the safety of the device rests with the owner.
- Parents/guardians and Pupils understand that unauthorized use of technology in school, such as leaving a mobile phone/ SIM enabled smart watch turned on without permission or using it in class, sending nuisance text messages, or the unauthorized taking of images, still or moving, with a mobile phone/smartwatch or other camera, is in direct breach of the school's acceptable use policy.
- Pupils and parents/guardians understand that if personal devices are switched on without permission or used without authorisation, the device will be confiscated to be collected by the parent from the school office.

Sanctions:

St. Patrick's Boys' National School will deal with incidents that take place online/ through the use of digital medias, that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Patrick's Boys' National School will, where necessary, inform parents/guardians/carers of incidents of inappropriate behaviour and impose the appropriate sanctions. Misuse of the internet/ digital media may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

The school reserves the right to report any illegal activities to the appropriate authority.

Conclusion:

This AUP is written for all members of the school community accessing and using digital technologies in school, or associated mediums/ platforms under school remit, accessed outside of school. It is the responsibility of both parents/guardians and teachers to ensure that all pupils understand what is expected of them and why. Teachers will involve the children in discussing what these standards and expectations mean in terms of school and acceptable usage rules in the class.

This policy has been developed by a working group including: Principal, Digital Learning Team, and representatives of the Board of Management.

The school will monitor the impact of the policy using:
- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

This policy and its implementation will be reviewed periodically by the following stakeholders: Board of Management, teaching staff, and support staff.