

## Scoil an Spioraid Naoimh

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## **ACCEPTABLE USE POLICY 2022 - 2023**

This policy has been formulated by Scoil an Spioraid Naoimh Senior Primary School and informs Staff and Parents of our Acceptable Use Policy.



## **1. Introduction**

Scoil an Spioraid Naoimh recognizes that access to ICT enhances the opportunity for our pupils and staff to learn, engage, communicate and develop skills that will prepare them for many aspects of their lives. However, just like in the real world, the Internet has access to people and certain kinds of information that are unsuitable for children – and may potentially have a negative impact on their attitudes, behaviour and well-being. It is important for us to equip our pupils with the necessary information and skills to navigate safely on the internet.

This policy applies to all of the school's "Devices", which means all computers, chromebooks, iPads, laptops, smartphones and other IT resources that connect to the school's network. This policy applies to staff and pupils of Scoil an Spioraid Naoimh. The school reserves the right to amend this policy from time to time at its discretion. This policy should be read carefully to ensure that the content is accepted and understood.

## **2. Rationale**

The rationale of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

## **3. Aim**

- The aim of the Acceptable Use Policy ("AUP") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner.
- This policy also aims to establish minimum standards for, and allow the pupils and parents know of the school's administration and monitoring of the schools devices, equipment and networks.
- To respect the use of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others users with respect at all times and respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.
- To discourage the misuse of ICT resources in a manner that would bring the school into disrepute.

## 4. Responsibilities of staff

S.S.N.'s computers and networks are to be used in a responsible, ethical and legal manner. Management reserves the right to monitor this usage.

*Employees will:*

Follow the guidelines set out in this AUP.

Supervise pupil use of ICT

Model and provide instruction in the ethical and appropriate use of technology in a school setting.

Maintain a curricular focus.

## 5. School Strategies

S.S.N. will employ a number of strategies in order to maximise learning opportunities and minimise risks associated with the Internet. These strategies include, but are not limited to the following:

A central filtering system is used on all school Devices through the School Broadband Programme to minimise the risk of exposure to inappropriate material and to block unsuitable sites. Virus protection software is used on school Devices and updated regularly.

The School 'search engine has a built-in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school Devices.

- Staff, pupils and parents/guardians will be informed of webinars and other information relevant to Internet Safety.
- Online safety will be promoted routinely through webswise, parent-teacher meetings, staff conferences, during class lessons and Internet Safety Week.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- A teacher/SNA will supervise Internet use on school devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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.
- Pupils will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.
- Pupils will use appropriate care and follow rules when working with school devices (see Appendix 7).

## 6. 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 1993

## 7. Support structures and Education

Scoil an Spioraid Naoimh endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents/guardians and pupils also feel supported in this manner.

- The school will inform pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for pupils and parents/guardians. This will cover several topics including cyber-bullying.

- S.S.N will link in with community guard in relation to Internet Safety and Cyber Bullying annually.
- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of S.S.N. to any social media platform. This includes images from in- school concerts, sports day events etc.
- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring S.S.N. into disrepute.
- Parents/Guardians should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks. 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/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/ren's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will

cooperate in monitoring so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Parents/guardians will be advised to report these inappropriate online incidents to the Gardaí.

## **8. Acceptable Use of the Internet for pupils**

- Pupils will be taught specific lessons on online safety by teachers. (eg. Web wise, Zeeko 5 in 1 Rule and lessons from All Aboard for Digi town). Sixth Classes have internet safety talks given by local Gardaí.

- Pupils will not knowingly attempt to visit Internet sites on school Devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.

In the event of accidentally accessing any of the above sites, the pupil will be expected to alert and report the incident to a teacher.

- The internet will be used to enhance learning and will be used for educational purposes. (Appendix 1: Acceptable Use Policy Agreement for Students)

- Pupils will not upload, download or otherwise transmit material that is copyrighted on school Devices. Pupils will be taught about ethical behaviour, fair use and copyright.

- Pupils will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or peers' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.

- Pupils will not examine, change or use another person's files, username or passwords.

- Pupils will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored and disciplined accordingly.

- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

### **Email / Google Drive**

- When using Google Classroom and the G-Suite Apps, pupils will use approved class email accounts under supervision of a teacher or parent/guardian.

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

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

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

## **9. Distance Learning**

● In circumstances where teaching cannot be conducted on the school premises, teachers may use primarily Google Classroom Class Dojo, along with others such as Padlet, Zoom Google Meet, Zoom, SeeSaw, Study Ladder, or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where essential.

● 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/Guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.

● If teachers are using Google Meet/Zoom, parents/guardians must consent to their child accessing such lessons. (Appendix 3: Parental Consent for Distance Learning)

● Parents/Guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.( Appendix 2 Distance Learning Code of Behaviour)

### **Borrowing School Technology for use at home (Distance Learning)**

S.S.N acknowledges that some homes do not have access to Technology required during periods of Distance Learning. Where possible and on a case by case basis, the school will facilitate the loan of appropriate school technology to pupils for educational purposes only. (Refer to Appendix 5: Parental and Pupil Consent for Borrowing School Technology for use at home (Distance Learning))

The following rules must be adhered to:

- The technological device will always remain the property of S.S.N
- The technological device will be used solely by the designated pupil and will not be used by/or transferred to or tampered with by a third party
- The technological device is the responsibility of parent and pupil and must be cared for and maintained responsibly
- The device must be returned to the school in good working order with all its components (lead/charger,cover)
- Use of the device and including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise pupils’ exposure to inappropriate material.

## Internet Chat

Discussion, such as “Chat” on online platforms will only be used for educational purposes and will always be guided by a teacher and supervised by a parent/guardian.

Pupils will never arrange a face-to-face meeting with someone they only know through the Internet and this is forbidden. An opportunity presents here for the teaching of web safety skills e.g. Webwise.

Discussion forums on Google Classroom/Zoom will only be used for educational purposes and will always be supervised.

## Personal Devices

Pupils who are found with personal electronic devices in their possession or turned on during school hours will have them confiscated. They will be kept in the principal’s office until the principal contacts the parent/guardian to collect it.

Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

The use of E-readers may be permitted under the supervision of the teacher.

Assistive Technology Devices will be used for educational purposes only - please refer to Appendix 4: Policy with regard to ICT/Assistive Technology in the Special Education Setting

## 10. School Website and affiliated Social Media sites, School App.

- The school’s website address is [www.ssnlaytown.ie](http://www.ssnlaytown.ie)
- The School’s Parents’ Association Facebook account is ‘Scoil an Spioraid Naoimh Parents’ Association’
- The School uses the Databiz administrative tool which is known as DatabizSolutions.
- The School’s Twitter account is ‘ssnlaytown’.
- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the pupil including their full name, home address and contact details will not be included on school social media or the school’s website.
- Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without prior parental/guardian permission.
- Photos/Videos may be used for the production of the Homework Journal or specific school events for example Confirmation, School Tours, Sports Day and other such events. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to ‘tag’ photographs or any other content on social media which would identify any children or staff in the school.

- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

## **11. Use of Information Communication Technology (“ICT”)**

### **Resources**

- Scoil an Spioraid Naoimh's information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities.
- Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate email or accessing inappropriate websites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.
- Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.
- Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse.
- Pupil use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU' General Data Protection Regulation (“GDPR”)
- Staff use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU' General Data Protection Regulation (“GDPR”) (Refer to Appendix 6: Chromebook Conditions of Use Agreement for Staff )

## **12. Sanctions**

- Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

## **13. Review and Ratification**

The school will review this AUP Policy annually and reserves the right to amend or change its use in line with school priorities.

The Board of Management ratified this AUP Policy on 19/10/22.

Signed

*Noel Quinn* Chairperson of B.O.M

### **Appendix 1:**

#### **Acceptable Use Policy Agreement for Pupils:**

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2:

### Distance Learning Code of Behaviour:

#### Online Classes Rules/ Conduct:

- In the event of a school closure classes will continue online remotely.
- Pupils are expected to engage with online classes with the same respect and positive attitude as they would in a school based classroom.
- Pupils are asked to log into their online classes as scheduled on their timetable.
- When work is scheduled online a deadline will be set for submission. Please adhere to these deadlines. Progress with the curriculum will be ongoing and therefore it is essential that pupils adhere to their school timetable to the best of their ability.
- Online behaviour must at all times be appropriate and respectful.
- A Google Classroom is provided to ensure, amongst other reasons, the continuation of Teaching & Learning during periods where the school is required to close during term time. It is imperative that the behaviour of all pupils adheres to that of our code of behaviour. The posting of inappropriate or offensive behaviour will necessitate the reporting of such behaviour to the school authorities and if necessary the Gardaí. It may also result in the Google Classroom being closed.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner.

### **Appendix 3: Parental Consent**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy on the school website and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please review our Acceptable Use Policy available on [www.ssnlaytown.ie](http://www.ssnlaytown.ie) and sign and return this permission form to your child's class teacher.

Thank you.

### **Appendix 4:**

## **POLICY REGARDING THE USE OF ICT/ ASSISTIVE TECHNOLOGY IN SPECIAL EDUCATION 2022**

### **INTRODUCTION**

Information Communication Technology (ICT) can have an exponential impact on education for pupils with special education needs (SEN). It enhances their access to the curriculum, enables them to improve the presentation of their work and heightens motivation levels, ensuring significantly higher achievements. It is therefore important that teachers and pupils in Scoil an Spioraid Naoimh gain the appropriate skills, knowledge and understanding of ICT in order to optimise learning potential for pupils with SEN. It is envisaged that ICT be used in any subject where it is appropriate and is a viable support to the pupil's learning. The assistive technology provided to pupils can be in the form of a laptop computer.

### **RULES FOR USE**

1. As per the Department of Education and Skills (DES) Circular (No 0010/2013 Scheme of grants towards the purchase of essential assistive technology equipment for pupils with physical or communicative disabilities, available on [www.education.ie](http://www.education.ie)), assistive technology issued by the DES is the property of the DES. Should a pupil transfer to a new school then the principal of the new school must apply in writing to SSN for the device to be transferred for use by the pupil in the new school.
2. Parents/Guardians of each pupil who is granted access to assistive technology must sign a copy of the Assistive Technology Use Parental/Guardian Agreement Form (Appendix A) and agree to the school's terms of use.

3. Written notification will be issued to the parents/guardians of each pupil who is granted access to assistive technology. Permission to bring assistive technology off the school campus for the purpose of completing homework will be reviewed by the SEN Department and Management on an individual basis.
4. Pupils providing their own device(s) must show due care to have anti-virus software protection installed and updated as required.
5. There is a limit to how much printing the school can provide for pupils using assistive technology and this is at the discretion of the SEN Department and School Management. No homework will be printed using the school's resources.
6. Class teachers will be notified by the SEN Department of all pupils using assistive technology so they can determine, in conjunction with the pupil, Special Needs Assistant (where applicable) and the SEN Department, how the technology can be used.

## **HOW LAPTOPS/IPADS (ASSISTIVE TECHNOLOGY) ARE TO BE USED**

1. Permission for the pupil to use assistive technology will only be granted by the SEN Department on receipt of a signed copy of the Parental/Guardian Procedure for Use of Assistive Technology Form.
2. All school laptops must have anti-virus software installed. The school will undertake to update the antivirus software when required. The pupils must not tamper with this, or any other, software installed by SSN.
3. Careful storage of all technology is required for safe keeping and due care must be shown to prevent unnecessary damage to devices, e.g. laptop must be stored in a protective case and put into locked storage when not being used.
4. The pupil must endeavour to do no untoward damage to the assistive technology. They should treat it safely and respectfully. No food or drink should be consumed when using the equipment. Similarly, the identifying labels for each piece of technology must not be removed.
5. When the device/equipment is not in use on the school property, the assistive technology should be stored in a locked locker or in a storage space designated by the SEN Department.
6. It is the responsibility of the pupil and parent to ensure that their laptop is charged at home and has a full battery while in school.
7. All assistive technology must be carried between classes and between school and home by the pupil in a suitable protective carry case. It is the responsibility of the pupil or their parents/guardians to fund the cost of a carry case if one was not granted with the technology by the DES.

This policy was ratified by the Board of Management.

Date: 19/10/2022

Chairperson: *Noel Quinn*

## Appendix A



### USE OF ASSISTIVE TECHNOLOGY - PARENTAL/GUARDIAN AGREEMENT FORM

Date \_\_\_\_\_

Dear Parent / Guardian,

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Your child has been granted access to the following assistive technology by the Department of Education and Skills:

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Your child has;

- a) been given access to assistive technology for use at school and at home
- or
- b) been given access to assistive technology for use at school only

Assistive technology is expensive and there can be significant costs relating to upkeep, repair or replacement. Please read the following. If agreeing to it please sign and return it to the SEN Department. Access to the technology will be granted to your child on receipt of this completed form.

1. The assistive technology is the property of the school and remains so for the duration that your child is in the school. Should your child leave the school, the technology is returned to the possession of SSN. When the technology, specifically laptops, is returned to the school at the end of use, there should be no personal information stored on it. The school will take no responsibility for deleting personal files. Your child's new school may apply in writing to have the device transferred to the new school.
2. The cost of rectifying any damage or loss of the technology must be borne by Parent/Guardian. Please inform the school immediately if the technology is lost or damaged.
3. Repairs to assistive technology must be undertaken by the school's IT provider. Parents/Guardians must not engage with any other IT service provider.
4. The technology should be solely used by the pupil and for the purposes of school work. No other individuals in the home should have cause to use it.
5. Homework, if completed on a laptop, must be printed at home or emailed directly to the teacher.

6. All laptops must have antivirus software installed. The school will undertake to update the antivirus software when required. The pupils must not tamper with this, or any other, software installed by SSN.

7. The identifier labels on the equipment should never be removed.

8. Specific classes will be dedicated to support pupils in the use of their assistive technology. However, parents and pupils are responsible for developing and maintaining typing skills.

9. We ask that parents/guardians monitor carefully the use of laptops while in the home. They should be used mainly to enhance typing skills and assist with homework. Internet usage should be kept to a minimum and directly related to school activities.

10. When assistive technology is not in use on the school campus, it is to be securely stored and locked in a specific storage area designated by the SEN Department.

11. Laptops are to be charged every evening at home to ensure laptops can be used throughout the school day and avoid a pupil being without a laptop should it have to be charged.

12. If you need to supplement technology funded by the DES, you may be entitled to claim tax (VAT currently approx. 23%) back on assistive technology devices/software and the hardware required to use it. More information on the process is available at [www.citizensinformation.ie](http://www.citizensinformation.ie)

Please feel free to contact the school if you wish to discuss the use of assistive technology.

Please complete the agreement attached and return it to the Principal.

Once the completed agreement is returned to the school, your son/ daughter will be granted access to the technology.

Yours sincerely,

\_\_\_\_\_  
Bláithín Maguire Principal

\_\_\_\_\_  
Ciara Winters SEN Co-Ordinator/Deputy Principal

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 5: Parental and Pupil Consent for Borrowing School Technology for use at home (Distance Learning)**

I agree to follow the school's Acceptable Use Policy on the loan of School Technological devices. Following the rules I will ensure to return the device and all its components including lead/plug in good working order and in the condition that it was received. I take responsibility for any damage or misuse to this device.

Pupil's Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 6: Chromebook Conditions of Use Agreement for Staff:**

Scoil an Spioraid Naoimh is a Google Education school where chromebooks are the most common technological device in use by staff and pupils. This agreement is signed by all staff members when assigned a chromebook for use each school year:

Staff Chromebooks:

I have received my school chrome book and lead on the date indicated below. This remains the property of Scoil an Spioraid Naoimh. I take responsibility for the safe storage and care of this device. I will be the sole user of the chrome book which will be used for school or professional purposes only. Other individuals, including children, should not be allowed to play on or use this device. Chrome books will be returned to the school periodically to facilitate inventory and software updates. All chrome book and/or chrome book lead faults, defects or malfunctions must be reported to the school principal and /or the school IT coordinator as soon as is reasonable. I agree to these terms and conditions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 7:

### Chromebook and iPad Rules

★ Carry it to your seat closed

★ Keep food and drink off your desk

★ When returning, plug in computer properly so it charges

★ Chromebooks are for educational purposes ONLY

★ Always be careful and responsible

★ Stay on task

If you cannot follow the rules, you will lose the privilege of using the digital device.