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ACCEPTABLE USE POLICY

Aims

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that 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 policy applies to all internet users and all methods of internet access, including desktop computers, laptop computers, mobile telephones, tablets / iPads, personal digital assistants (PDAs) and other devices capable of accessing the internet.

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 Information:

- Internet sessions 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 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 floppy disks, memory sticks, CD ROMs or other digital storage media in school requires a teacher's permission
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute

- Pupils will have no access to download apps onto the SCN school iPads / tablets. This action can only be carried out by teachers.
- The uploading of videos to the school YouTube channel is the responsibility of the teaching staff alone and not the pupils.

Web Browsing and Downloading:

- Teachers will select websites which will support pupils' learning
- 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 school's Internet connection for educational purposes only
- Students will be encouraged to acknowledge the source of information (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information without permission from teacher
- Students will not download or view any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person
- Use of file sharing is only allowed with staff permission.
- Downloading by students of materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy

Email and Messaging:

- 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
- Students will use approved class email accounts 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 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.

- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures, without permission from an adult.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher

Social Media / Apps:

- Students are not allowed to use instant messaging services and apps including Snapchat, WhatsApp, TikTok, etc is not allowed in SCN
- WhatsApp is used by staff to communicate with each other
- Social Media websites are not permitted on iPads that pupils have been provided with as "assistive technology"
- Students should not download apps onto their iPads (assistive technology) that are not for educational purposes. Apps that are not for educational purposes may be removed from the device by a member of staff
- Use of blogs such as Word Press, Tumblr etc is allowed in SCN, with expressed permission & supervision from teaching staff
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with expressed permission & supervision from teaching staff
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members for the school community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the school community on social media
- 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 the school into disrepute
- Staff and pupils must not represent their personal views as being the views of Scoil Chroí Naofa on any social medium
- Parents are requested not to tag photographs of any content which would identify any children in the school or any children of staff in the school

- Parents are requested to ensure online messages and / or comments to the school are respectful. Any messages written on social media about the school are treated in the same way as messages written to the school.

Chat Rooms / Discussion Forms / Messaging Boards etc:

- Pupils will only have access to chat rooms, discussion fora, messaging or other electronic communication fora that have been approved by the school
- Chat rooms, discussion fora and other electronic communication fora will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat are forbidden

School Website:

- Pupils projects, artwork or school work may be published 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 / You Tube Channel / Twitter and / or Seesaw accounts.
- In relation to Seesaw: teacher must review items before they can be seen and can delete inappropriate items before anyone sees them. Pupils / parents etc. only see the pupil's own work. There is not a public audience like with Twitter or YouTube.
- Any new or changed content will be checked before being uploaded onto website by one or more of the following people: Teacher, Principal, Deputy Principal, Board of Management member
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy or reputation of students or staff
- The publication of pupil work will be co-ordinated by a teacher
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content. (Comments are disabled on our YouTube channel).
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website – this permission is requested on the school enrolment form
- Pupils are identified using their first name only, when publishing anything on line.
- Personal staff and pupil information including home address and contact details will be omitted from school web pages

Personal Devices:

Pupils using their own technology in school should follow the rules set out in this agreement in the same way as if they were using school equipment:

- Pupils are only allowed to use iPads / tablets during school hours with expressed permission from teaching staff
- Pupils must not use personal mobile devices at any time during the school day, this includes school tours (see mobile phone use policy for further details)
- Leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images or recording with a mobile phone camera of other such devices, still or moving is in direct breach of the school's acceptable use policy.

Images & Video:

- 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
- At Scoil Chroí Naofa, pupils must not take, use, share, publish or distribute images of others without their permission
- Taking photos or videos on school grounds when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Scoil Chroí Naofa
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff
- Photographs & videos will focus on group activities, where children will not be named.
- If children are to be named along with their photo, then only their first name will be used.
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website – this permission is requested on the school enrolment form
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside
- Sharing explicit images and in particular explicit images of pupils and / or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying:

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents or 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 will be dealt with, as appropriate, in accordance with the school's code of behaviour.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Distance Learning:

In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin Schools, Seesaw, Zoom, G Suite for Education 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.

- In the case of Seesaw, parents / guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform
- In the case of Seesaw and any other relevant platform, parents / guardians will be expected to monitor any uploaded content
- In the case of Zoom, parents / guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc.
- Parents / guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.
- Parents / Guardians must agree to ensure their child's behaviour adheres to the Scoil Chroí Naofa Anti-Bullying Policy, Code of Behaviour, Acceptable use of Technology, Communications Policy and other relevant policies

- Parents / Guardians, children and staff must not use devices to record and / or alter in any way audio, image or video – live or pre-recorded – unless specifically permitted by the school
- Parents / Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online
- Parents / Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they themselves deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender
- Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication
- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment
- Avoid any negative conversations about children, staff or parents / guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported the school will request they are deleted.

Legislation:

Management, staff and parents should familiarise themselves with following legislation relating to use of the Internet:

- Data Protection Act 2018
- 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 following are some useful websites. Please note that these links are intended as assistance and Scoil Chroí Naofa does not accept responsibility or endorse any of the websites listed nor the information that is contained within them:

- www.internetsafety.ie Office for Internet Safety
- www.rollercoaster.ie Advice for Parents
- www.watchyourspace.ie Advice on managing children's profiles on social-networking
- www.makeitsecure.org Provides information on IT security risks on line
- www.webwise.ie Provides parents, teachers and children with educational resources, advice and information about potential dangers on the internet websites
- www.saferinternet.org Tips for Safe Internet use
- www.thinkb4uclick.ie Tips for Safe Internet use
- www.safeonline.org Safety, Facts, Awareness and tools
- www.childline.ie Child safety issues
- www.hotline.ie Irish hotline for public to report child pornography & other illegal content
- www.scoilnet.ie Provides advice and support to schools on Information Technology
- www.barnardos.ie Charity for the protection of children
- www.netsecure.ie National awareness campaign on computer security
- www.ncte.ie The National Centre for Technology in Education provides advice and support on ECTs in education
- www.equality.ie The Equality Authority
- http://www.ec.europa.eu/information_society/activities/sip/safety_tips/index_en.htm A European Union website with safety tips on social networking

Sanctions:

Misuse of the internet may result in disciplinary action in line with the school's Code of Behaviour, 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.

Guidelines for Staff

1. Under no circumstances can pictures or recordings be taken of video calls
2. Staff members will communicate with pupils and families during the hours of 8.50am – 2.30pm, where possible
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils
5. Staff will check that consent has been given, before setting up a pupil profile for an online app
6. Staff members will report any concerns regarding online behaviour or interactions to school management
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held
8. Staff members will notify parents / guardians of the date, time and password for a video call via email
9. Staff members will only admit participants to video conferences, if they recognise the email address / username as being connected to a pupil.

Ratification and Review:

This policy was drafted by staff in consultation with the Board of Management and Parent and Teachers associations. It was ratified by the Board of Management on: **07/12/2020**

Implementation, Review and Communication

The Board of Management will monitor the implementation of all aspects of this policy and amend as required.

Signed: *Bernie Ryan*
Chairperson

Signed: *Fergal Naughton*
Principal

PERMISSION FORM TEMPLATE

NAME of PUPIL: _____

CLASS: _____

PUPIL:

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 Signature: _____ Date: _____

PARENT / GUARDIAN:

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy 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 prevaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐ I do not accept the above paragraph ☐
(please tick as appropriate)

Parent Signature: _____ Date: _____

SCHOOL WEBSITE, AFFILIATE PAGES AND OTHER PUBLICATIONS

I understand that my child's schoolwork / photo / video may be chosen for inclusion on our schools website and / or affiliated school pages. In principle, children will only be pictured in groups and will not be named (unless prior consent has been given). Please tick the appropriate box(es) and sign to confirm that you accept:

☐

Use of child's photo / video / schoolwork on school newsletter

☐

Use of child's photo / video / schoolwork on school website and on affiliated 3rd party websites (i.e. YouTube, Twitter, Seesaw)

☐

Use of child's photo / video / schoolwork for publication in 3rd party publications (e.g. News and Views Magazine, local and national newspapers, FAI / GAA / Science websites).

If you do not wish to have your child's photograph / video / schoolwork used in any form, please put this information in writing to the school Principal.

If, at any stage, you change your mind, it is your responsibility to notify the school in writing.

Parent / Guardian Signature: _____ **Date:** _____

PARENTAL CONSENTS (Consent is obtained on enrolment form)

| | |
|-----|---|
| 1. | <p>I give permission for my child to attend supervised school outings, sporting events, local walks and matches etc. during school hours</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 2. | <p>I consent to my child's work/photograph/video clip being published in relation to school events in (a) school print productions (b) local/national press (c) on the school website/Twitter page/Youtube Channel and (d) other school related agencies/initiatives</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 3. | <p>I consent to my having a profile on Seesaw, which is the online platform used by the school when distance learning is required</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 4. | <p>I understand that from time to time, my child will visit the church for Sacramental preparation, attendance at services and preparation for church events and I consent to this</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note: The school may not be in a position to facilitate the supervision of children who are not given consent to the above mentioned activities</p> |
| 5. | <p>I agree to accept and abide by the Schools policies and procedures and in particular the SCN Code of Behaviour, Attendance, Healthy Eating, Acceptable Internet Use and Anti-Bullying policies and have discussed and explained the same with my child</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 6. | <p>I consent that my child may receive any necessary medical care from a doctor, ambulance crew, hospital etc. in the event of an accident or illness occurring, where the school is unable to contact parents/guardians</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 7. | <p>I consent to my child's clothes being changed by school staff if they become soiled or wet</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 8. | <p>I consent to my child attending a Special Education Teacher for educational screening and diagnostic tests</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 9. | <p>I consent to my child taking part in Relationships and Sexuality Education and the Stay Safe Programme as part of Social Personal and Health Education</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| 10. | <p>I consent to my child's school report inclusive of attendance statistics, special educational needs (SEN), school SEN interventions (if any) and enrolment data being shared with other primary and secondary schools upon transfer</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

PARENT CONTRACT

I have read and understood the above consents. I wish to enrol my child in Scoil Chroí Naofa. I undertake to see that my child will attend school punctually and regularly. I have read and understood the Schools Prospectus, which is also available on the School Website and I undertake that my child will comply with all rules and policies.

By signing below, I am giving explicit consent to Scoil Chroí Naofa Athenry to confirm and retain and use the information I have provided for the educational benefit of my child:

☐ Yes ☐ No

Please ensure that you have read and completed all sections of the application form and attach a copy of your child's Birth Certificate, Baptismal Certificate and any other professional reports.

SIGNED: _____ DATE: _____

Parent/Guardian

SIGNED: _____ DATE: _____

Parent/Guardian