

Acceptable Use Policy

Largy National School



Aim of the AUP

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

It is envisaged that the AUP will be reviewed regularly. Before enrolling in our school, the AUP should be read carefully to ensure that the conditions of use are accepted and understood by parents and pupils. The policies outlined in this document are intended to cover all online technologies and digital learning used in the school, not just those specifically mentioned. It is assumed that parents and carers accept the terms of the AUP unless the school is specifically notified.

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 will always be supervised by a teacher.
- 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 external and or portable memory devices in school requires a teacher's permission.
- Students will treat others with respect at all times, observe good "netiquette" (i.e., etiquette on the internet) and will not undertake any actions that may bring the school into disrepute.

Education

- Teachers are aware of the importance of Internet safety.
- Students will be educated on the benefits and risks associated with using the Internet. (Webwise and Staysafe)
- The children at Largy N.S. will be made aware of the importance of keeping their personal information private.
- The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.

- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of unpleasant material to help protect other pupils.
- Students will use the Internet for educational purposes only. During Golden Time, pupils may be allowed to use the i-pads for entertainment purposes. They may only use apps that have been downloaded by the school .
- Students will learn **not** to copy information into assignments without acknowledging the source or author of the original work (plagiarism and copyright infringement).
- 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 use 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.

Email

- This will be relevant to staff only, nevertheless, students may be taught how to use email.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- 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.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use , Zoom, SeeSaw, Padlet 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
- 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.

iPads

- Students should never leave their iPad unattended when in use
- Students should follow teacher’s instructions accessing only the applications to which the teacher has agreed.

- Students require permission before sending any form of electronic message. · Only school staff are permitted to download Apps
- Audio or visual taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teachers' direction. · Identity theft (Pretending to be someone else) is a direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times (See Student Pledge of iPad Use). · Any damage to the device must be reported immediately to the teacher.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should be polite, use correct language and not harass others or provoke fights online.
- Students should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Students should use trusted sources when conducting research via the Internet.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended.

School Website (www.largyns.ie) /Social Media

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website/facebook.
- The website and Facebook page 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 will appear in an educational context on web pages/facebook page.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- In general, the school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages and facebook page.
- Pupils will continue to own the copyright on any work published.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content 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.

Mobile Phones

Children are not allowed to use mobile phones in the school. If a child is required to bring a mobile phone to school to make contact with their parents after school, the mobile phone should be left in the office for the duration of the school day. The school will not accept responsibility for mobile phones not handed into the office.

Personal Devices

Pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device is indirect breach of the school's acceptable use policy, if any of these devices are turned on and used in class or during school hours. Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorized voice recordings or images either still or moving.

Children are not allowed bring personal devices on school tours or to other out of school events without school consent.

Legislation

Students and parents are encouraged to be familiar with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

Misuse of the Internet, including bullying or discrediting others, may result in disciplinary action, including written warnings, withdrawal of internet access privileges and, in extreme cases, suspension or expulsion (as outlined in the Code of Behaviour). The school also reserves the right to report any illegal activities to the appropriate authorities.

Support Structures

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- The school draws on the resources on webwise.ie and Staysafe when studying internet safety.
- From time to time parents will receive information and advice regarding Internet safety in the home.
- The school will regularly run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying

Review and Ratification

This policy was reviewed in March 2022

The BOM ratified the AUP on _____

Signed: _____ Chairperson, BoM

Next review date: _____