

Acceptable Use Policy

Mission Statement

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the board of Management and Teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood. This policy updates the previous school AUP policy ratified in 2013 and includes additional updates re - distance learning introduced during Covid-19 pandemic.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will supervise Internet sessions.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Each teacher will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of ICT and on Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.



Internet Access

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

Email:

- Students may use approved class email accounts under supervision or permission of 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 will not send any messages via email without the permission of the teacher
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not liaise or engage in unauthorised communication via the internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Social Media

Pupils must not use social media or the internet in any way to harass, insult, abuse, or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication.

Pupils must not post or share personal information about pupils, staff and other members of Holy Family GNS community on social media.

Pupils must not seek to “friend” any member of school staff using any social media facility.

The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

Access to blogs such as Word Press and Glogster etc. is allowed in Holy Family GNS for educational purposes only with guidance and permission of teaching staff.

Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of teaching staff.

Pupils must not engage in activities involving social media or any form of communications technology, which might bring Holy Family G.N.S into distribute.

Pupils must not represent their own personal views as being those of Holy Family G.N.S. on any social medium.

School Website/Twitter

- Pupils may from time to time be given the opportunity to publish projects, artwork or school work on the school website/Twitter.
- A teacher will coordinate the publication of student work in collaboration with the principal.

- Only photographs of students, whose parents/guardians have given written permission, will be published on the school website/Twitter.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published

ICT and Legislation – the following legislation is relevant to Internet Safety

Data Protection Act 1998 – this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.

Data Protection (Amendment) Act 2003 – this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Copy right and Related Rights Act 2000 – this act governs copyright in Ireland.

General Data Protection Regulation (E.U.) 2016 – this is a regulation in the E.U. law on data protection and privacy for all individual citizens of the E.U. and the E.E.A.

Support Structures

The school will inform parents and students of key support structures and organisations that deal with illegal material or harmful use of the internet.

Cyber Bullying

The school adheres to the DES Procedures for Anti Bullying for Primary and Post Primary Schools definition of bullying 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. The definition includes cyber- bullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such of cyberbullying will be dealt with under Holy Family G.N.S. Anti – Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school.
- Awareness of and prevention of cyber bullying is an integral part of Holy Family G.N.S Anti Bullying policy.
- Engaging in online activities with intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences for those involved.

Internet Safety Advice

Useful websites for further information on internet safety.

www.webwise.ie (Information on Various Forms of Internet Usage)

www.ncte.ie (information on ICT in Education)

Sanctions:

Sanctions imposed will be in line with the school's Code of Behaviour and Anti- Bullying policies. Misuse of the Internet may result in disciplinary action, 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.

Ratification of Policy by Board of Management on: _____

Signed: Fr. Thomas Little, Chairperson



Parent/ Guardian,

Re: Internet Permission Form

As you are aware, the school has Internet connection to Broadband. As part of the school's IT programme we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful. To minimise the risk of children accessing any of this material, on the advice of our IT Consultants, we have installed a firewall.

The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils toward appropriate materials on line.

The school has a website/ twitter account accessible by any Internet user around the world. The website contains information and pictures of school activities. The website address is www.askeagns.com. and Twitter@askeagns

We would be grateful if you could read the enclosed AUP Acceptable Use Policy and then complete the permission form, which follows.

Yours sincerely,

Fr.Thomas Little, Chairperson

Anne Fitzpatrick, Principal



PUPIL PERMISSION FORM

Please complete and return this form to the principal.

Name of Pupil: _____

Class: _____ **Year:** _____

Pupil

I agree to comply with the school AUP (Acceptable Use Policy) on the use of the Internet. I will use the network 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 daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

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

School Website/Twitter

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on our school's website/ twitter. I understand and accept the terms of the AUP Acceptable Use Policy relating to publishing children's' work on the school website/ twitter.

Please sign to confirm that you are aware of this.

Parent Signature: _____ **Date:** _____

Distance Learning - Acceptable Use Policy.

The school staff uses the following digital (and other) methods to link with pupils and parents/guardians for the purposes of communication and for delivery of education:

- Aladdin Connect
- Google classroom including Google Meet
- Loom/Screencast-O-Matic / Screencastify and other video messaging tools
- Teacher recorded content/lessons
- Zoom Video Communications
- Reading Eggs online reading programme
- Mathletics online mathematics programme
- Links to educational websites/ padlets
- Phone calls, letters, work packs for posting to pupils

During Covid-19 school closure, families are provided with digital devices from school supplies where required, so that pupils can access school work.

Guidelines for distance learning are provided. Online safety is paramount so as to provide a safe and friendly environment for staff and pupils to engage in online distance learning. In relation to online abuse of the platform, failure to adhere to guidelines or misbehaviour, our Code of Behaviour and Anti-Bullying policies will apply.

Parental permission, co-operation and support are required for pupils to access education using digital facilities listed above.

Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

Guidelines for staff:

Holy Family G.N.S. cannot accept responsibility for the security of online platforms, in the event that they are hacked. However, the following safety procedures are followed for online classes

For Zoom classes

- Invite and password changed for each meeting
- Zoom invite issued to parents
- Waiting room where children are admitted individually
- No screen share enabled except for host/teacher
- Should a breach of a Zoom class occur the participant will be immediately removed from the class by the host teacher.
- Staff members will report any concerns regarding online behaviour or interactions to school management.

For Google Meet classes parental permission is implied as parents have given their consent for their child to be on Google Classroom however, a notice of the meeting is also sent to parents via Aladdin Connect.

Guidelines for Parents and Guardians:**For learning**

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- To check over the work which pupils send to their teacher, ensuring it is appropriate.
- To continue to revise online safety measures with pupils.

For video calls Zoom/Google Meet/other

- Under no circumstances can pictures or recordings be taken of video calls/lessons
- Pupils must be in a safe and appropriate location and should not have access to mobile phones or other digital devices other than the one being used to log in to the video call.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room for a Zoom call. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.

Rules for pupils for video calls Zoom/Google Meet/other

- Under no circumstances can pictures or recordings be taken of video calls/lessons.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Raise your hand before speaking, just like you would do in class.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!