



# **Acceptable Usage Policy 2022**

## **AIMS OF THIS POLICY**

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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy has been written to include future issues that may arise as the school grows its use of technology and student devices. The school intends that technology becomes a fundamental toolkit in the teaching, learning and everyday life of our students and teachers and this policy has been written to reflect this. This policy also reflects the importance and implementation of the Greystones Community National School (GCNS) Digital Learning Plan.

The AUP will be reviewed regularly. Parents should read the AUP carefully to ensure that the conditions of use are accepted and understood and that students are aware of their responsibilities when using technology.

## **Our School's Strategy**

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their lives, they are "growing up digitally" with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise.

The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

## **Security Measures**

- Internet use by children in school will always be supervised by a teacher.
- IPAD Application management – only certain apps are to be installed and used on student devices. The Application 'Vision' is installed on all apps – this enables teachers to view what children are working on.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the Professional Development Service for Teachers (PDST) working closely with the Department of Education and Science and are coordinated and supported by the PDST Service Desk which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. [www.webwise.ie](http://www.webwise.ie)) and an Online Safety curriculum will be delivered to all children in our school.
- Online training provided by Wriggle technology ([www.wriggle.ie](http://www.wriggle.ie)).

- Uploading and downloading of non-approved software will not be permitted. All applications and downloads will be made centrally by a nominated member of the ISM.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or other digital storage media in school requires a teacher's permission. All school sensitive data and information to be stored on the teacher cloud-based system.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will observe good "netiquette" (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Use of the Internet**

- Students will use the Internet in school for educational purposes only under the supervision of a teacher.
- 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. The teacher should report the incident to the ICT Co-coordinator.
  - The parent / guardian of the child who accessed the inappropriate material will be informed of this. Additional support / follow up with the child and parent/guardian will be provided.
- A list of appropriate websites will be made available to every teacher.
- An internal filtering system will be set up on Student devices to restrict access to sites (including search engines) that are deemed inappropriate.
- QR Codes will be used in class to access 'Safe Search Engines' (SSE's).
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Teachers and pupils will be familiar with copyright issues relating to online learning.
- 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.
- **GDPR** – Our school is fully GDPR compliant and follows the KWETB policy on this.

### **IPads/Tablet / Chromebook devices**

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

- 'Guided Access' is to be used in all classrooms, restricting the ability to exit and enter alternative applications.
- The application 'Vision' allows for teachers to view what all children are working on at all times.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in 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/tablets must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

#### **Email / Gmail Student Accounts**

- Students from 3<sup>rd</sup> class – 6<sup>th</sup> class will have access to their own registered google account. The 'mail' function will remain disabled and will only be enabled under direct adult supervision.
- Students will not be able to access the 'gmail' function of their student accounts – it is used as a sign in facility for other aspects of Google, including Google Classroom as well as google sheets and google docs.
- Students may use their registered google email accounts under supervision by or with permission from the class teacher. This will then be disabled after a lesson.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Children, should they have them, are not allowed to access their own email or social media accounts in school.
- 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.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved/established by the school.

#### **Legislation**

Information is available on the Internet on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

All this is underpinned by the Digital Strategy for Schools 2021 – 2027 documentation.

### **School Website**

- Pupils will be given the opportunity to publish work on the school website.
- Digital photographs of individual pupils will not be published on the school website. Photographs will focus on groups rather than individuals.
- Personal pupil's information (name, address etc) will be omitted from the school web pages.
- Pupils will continue to own copyright on any work published. The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.
- At the end of each academic year, digital photographs will be edited and archived from the 'gallery' section of the school website.

### **Personal Devices**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- Pupils will follow the 'Mobile Phone' policy of the school (see policy).
- All personal devices are to be turned off during school hours.

### **Staff / Adult visitors**

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.
- Should an adult visitor require use of the internet, they are to access this through the 'GCNS staff' connection, under direct supervision from a staff member.

### **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.
- From time to time parents will receive information and advice regarding Internet safety in the home.

- Children from Senior Infants – 6<sup>th</sup> Class will receive lessons in Online Safety and how to use technology. This will be delivered by individual teachers and will be age appropriate.

### **Sanctions**

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely foolproof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will 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.
- All of these sanctions are in line with our schools code of behaviour.

### **Ratification and Communication**

This policy was ratified by the BOM on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ Chairperson Date \_\_\_\_\_

Signed \_\_\_\_\_ Principal Date \_\_\_\_\_

Review Date \_\_\_\_\_