Scoil Chrochan Naofa

Acceptable Use Policy

This Policy applies to all of Scoil Chrochan Naofa’s “Devices”, which means all computers, iPads, laptops, smart phones and other IT resources that connect to Caherdaniel NS network. This Policy applies to staff and students of Caherdaniel NS/Scoil Chrochan Naofa. The Board of Management of Scoil Caherdaniel NS reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood The aim of the Acceptable Use Policy (“AUP” or “the Policy”) 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 let the students, parents/guardians know of Caherdaniel NS’s administration and monitoring of, the school’s devices, equipment and networks.

School

Caherdaniel NS employs a number of strategies in order to maximise learning opportunities and reduce the risks associated with the internet. These strategies include, but are not limited to the following:

* Children are not allowed to use their own Internet-enabled devices in school at any time
* All Internet sessions in school are always supervised by a teacher
* Filtering software provided by NCTE and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
* Uploading and downloading of non-approved software will not be permitted
* Virus protection software will be used and updated on a regular basis
* The school will regularly monitor pupil’s Internet usage
* The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
* Students and teachers are made aware of Internet safety by the use of Internet safety lessons available in the school and on line.
* It is important to note that Caherdaniel NS’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.

Use of the Internet

* Students will be taught specific lessons on online safety by teachers.
* Students will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and Caherdaniel NS will not be responsible for any attempts taken in this regard.
* In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
* The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
* Students will not upload, download or otherwise transmit material that is copyrighted on school devices.
* Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates’ home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
* Students will not examine, change or use another person’s files, username or passwords.
* Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
* Caherdaniel NS takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Email / Google Drive

* + When using Google Classroom and the G Suite Apps, students will use either approved class email accounts or email accounts under supervision of a teacher or parent/guardian.
  + 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 Caherdaniel NS premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
* Caherdaniel NS has signed up to the terms of service of the Online Platforms in use by Caherdaniel NS.
* Caherdaniel NS has enabled the most up to date security and privacy features which these Online Platforms provide.
* In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@​caherdanielns
* 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 Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. ​ 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.

**General guidelines for live video lessons:**

* The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
* Teachers will agree protocols in advance with their pupils, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality.  This list is not exhaustive and will vary depending on the tool being used and the age of students
* The teacher always invites the students to the call and acts as host.  If a co-host function is available on the chosen platform, this should be disabled for students. Teachers may have a second staff member on the video call with them. This is good practice from a safeguarding and operational perspective.
* Teachers will turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
* Recording of video conferences/calls without permission is not allowed.
* Teachers may pre-set the video meeting to mute participants’ microphone automatically upon entry (if possible). Teachers can then choose to switch them on selectively to allow pupil participation.
* The chat feature can be used by pupils to ask questions and by teachers to share links with pupils/students.
* The teacher will always be the last to leave the online meeting room to ensure that pupils can’t rejoin the room afterwards.
* Teachers will maintain a log of calls and a record of attendance as they would do in general practice

Internet Chat

* + Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

School Website and affiliated Social Media sites, School App.

* + Caherdaniel NS’s website address is www.caherdanielschool.ie
* Caherdaniel NS uses the Text parent App App to communicate with parents, staff and the board of management, through texts and emails.
* Students 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. School staff will coordinate the publication of this material.
  + Personal information relating to the student including their name, home address and contact details will not be included on school or Caherdaniel NS’s website.
  + Digital photographs and audio or video clips of individual students will not be published on Caherdaniel NS website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
  + Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion, graduation etc. 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 which would identify any children or staff in Caherdaniel NS.
* The Principal will review the content of the website 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 , 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.

Personal Devices

* + Students 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.
  + Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto Caherdaniel NS server and/or on to Caherdaniel NS App/relevant school affiliated website and then immediately deleted from source.
  + The use of E-readers may be permitted, under the supervision of the teacher. All personal devices are to be turned off during school hours.

Legislation and Regulation

Caherdaniel NS 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 1963

Support Structures and Education

* + Caherdaniel NS will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
  + On an annual basis, Caherdaniel NS will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
  + Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technology (“ICT”) Resources

Caherdaniel NS’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 Caherdaniel NS, sending inappropriate e-mail or accessing inappropriate web sites (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 Caherdaniel NS policies or reflects negatively on Caherdaniel NS is forbidden.

Users of Caherdaniel NS’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. Staff/student use of Caherdaniel NS’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’s General Data Protection Regulation (“GDPR”).

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.

Caherdaniel NS also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

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Dear Parent(s)/Guardian(s),

The staff and Board of Management of ​Caherdaniel NS. I have recently reviewed Caherdaniel NS’s Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_