



Scoil Bhríde Midleton

00512D

Acceptable Usage Policy

Rationale:

The aim of this AUP is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. The school will employ a number of strategies in order to maximise learning opportunities and reduce the risk associated with the internet. 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in this AUP will be imposed. It is envisaged that the school will revise the AUP periodically.

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of Scoil Bhríde. The School 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 the school's administration and monitoring of the school devices, equipment and networks.

Scoil Bhríde Midleton's Strategy:

Scoil Bhríde Midleton employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all students.

Principal/Príomhoide : Síle Murphy / Síle Bean Uí Mhurchú

Deputy Principal/Leas-Phríomhoide: Patricia O'Donovan / Pádraigín Bean Uí Dhonnabháin

Roll Number/Uimhir Rolla : 00512D

- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- It is important to note that the school'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 the school 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.
- The school 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

- Access to personal Email is denied to the students of Scoil Bhríde Midleton.

- Access to Email may occasionally be given to a group of students in the context of a specific class project under the direction and supervision of a teacher. Student's personal email address must never be used for such projects.
- In the context of any such project involving email, teachers must ensure that no personal information which may allow others to make direct contact with the individual pupils is contained in any email communication.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, Aladdin and Aladdin Connect
- 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.
- If teachers are using Zoom, parents/guardians must consent to their child using Parent's email address to allow their child access to the lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

School Website, Aladdin app and Affiliated Social Media Sites

- The school's website address is: www.ppsm.ie
- The School's Facebook account is 'Scoil Bhríde'
- The School uses the Aladdin App which is known as Aladdin Connect.
- 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. Teachers 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 social media or the school's website.
- 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.
- 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.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

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 the school server and/or on to the

school App/relevant school affiliated website and then immediately deleted from source.

All children's phones are to be kept by the teacher in a safe locked drawer during school hours.

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. The school also reserves the right to report any illegal activities to the appropriate authorities. Protocols will be followed in relation to the Scoil Bhríde Code of Conduct, Anti-Bulling Policy or Anti Cyber-Bulling Policy.

Implementation:

This policy will be fully implemented in the school by November 2017 and reviewed in Spring 2019, COVID-19 period and August 2021.

Review

This policy will be reviewed in 2024.

Ratification

Chairperson



Scoil Bhríde Midleton

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Parent(s)/Guardian(s),

The staff and Board of Management of Scoil Bhríde have recently reviewed the school'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/Year: _____

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: _____