

## **Acceptable Usage Policy**

**SCOIL BHRÍDE (Cailíní)**

**Church Ave, Blanchardstown, Dublin 15**

**Roll number 18047C**

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Parents will give permission to this AUP policy, via Aladdin Connect.

This version of the AUP was drafted on the 18<sup>th</sup> of November 2020 by the ICT team, following staff consultation. It was reviewed and ratified by the Board of Management on 25.11.20 and again in February 2021.

Review date: This policy will be reviewed on a regular basis and amended as necessary.

## **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 occur in supervised settings.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students will be provided with information on internet safety.
- 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 storage devices including but not limited to USB memory sticks, consoles, optical media including CD-ROMs or other digital storage media in school, requires a teacher's permission.

- Students must treat others with respect at all times and should not undertake any actions that may bring the school into disrepute.
- In accordance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR), the BOM of Scoil Bhríde Cailíní has a written third-party service agreement in place with all our data processors.

### **Use of the Internet**

- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must report accidental accessing of inappropriate materials immediately to a teacher or staff member.
- Students will use the internet for educational purposes only.
- Students should never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students should 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 by the school.

### **Email**

- Parents should only communicate through the official school office email address ([office@scoilbhridecailini.ie](mailto:office@scoilbhridecailini.ie)) and not through teachers' personal email addresses.
- Children are not allowed access their own email accounts in school.
- Students will only use approved school email accounts with permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to upset or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or other personally identifiable information.
- Students will never arrange a face-to-face meeting with someone they only know through engagement such as email, messaging tools, discussion forums on the internet.
- Students are not permitted to send email attachments.



## **Internet Chat**

- Students will only have supervised access to chat room links with other schools, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat room links with other schools, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

## **Tablet Devices**

- From time to time, pupils will be given the opportunity to use tablet devices such as iPads during lessons.
- Children will only be permitted to use apps and websites recommended by the teacher.
- When using Tablet Devices, children must obey the internet safety rules listed above.

## **School Website**

- Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with policies and approval processes regarding the content that can be uploaded to the school's website.
- The website will be regularly checked to ensure that there is no published content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by the ICT team.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will ensure that the published image files are appropriately named and will not use pupils' names in file names or alt tags .
- The school website will avoid publishing full names of individuals in photographs.

## **Personal Devices**

- Students are not permitted to bring personal devices to school.
- Students using assistive technology in school should follow the rules set out in this agreement.

## **Social Media**

- Parents are requested not to share any photos of other people's children on any social media platform. This includes photos they may take themselves at school events or photos shared by the school.

- We recommend that children in primary school do not have access to any form of social media or have an account for any social media sites.

## Distance Learning

### Seesaw

Seesaw Class App is a platform for student and teacher engagement where students use tools to take pictures, draw, record videos etc to capture learning in a portfolio. This app will be used in all classes and requires a class code which will be sent by the class teacher via Aladdin Connect. Parental consent must be received before pupils can engage in Seesaw.

### Zoom Meetings

Zoom is a video-conferencing platform which enables teachers, staff and pupils to connect via a link. Teachers may decide to connect with pupils using pre-arranged Zoom Meetings. The Zoom video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.

Parents/Guardians and students must abide by the following rules when on Zoom meetings. Parents/Guardians will be asked to consent to these rules via Aladdin Connect before partaking in such meetings.

### Rules for Zoom Participation

1. Zoom call must be within sight of a parent/guardian. **No other person in the household should be on screen.**
2. Screenshots or recordings of any part of the Zoom call on any device, including a secondary device, are not permitted.
3. Appropriate clothing must be worn by everyone who can be seen on camera.
4. Normal school rules apply. Be kind and respectful to all participants in your words and actions.
5. The class teacher will only admit students who have entered their names and that he/she recognises. This is to ensure the safety of all.
6. An appropriate background/room should be chosen for the video call. We suggest children have their back to a wall.
7. Please be punctual so that the call can start on time.
8. Any breach in the above rules will result in the pupil being removed from the Zoom call immediately and contact being made with the child's parent/guardian, outlining the reason for the child's removal.

## Staff Guidelines for Zoom

- The teacher should always invite the pupils/students to the call and act as a host.
- A second staff member should always be on the class call to act as a co-host.
- The teacher and other staff member should always be first in the room, should admit pupils from the waiting room as appropriate and should be last to leave the online meeting, to ensure that students can't rejoin the room afterwards.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature disabled, waiting room, etc.
- Participants' microphone should be automatically muted upon entry.
- Teacher can choose to switch microphones on selectively to allow student participation.
- Teacher/staff member should ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting by both teachers and students.

## Sanctions

Misuse of the Internet may result in disciplinary action in accordance with our Code of Behaviour/Anti-Bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

## Review/ Ratification/ Communication

This policy was reviewed and ratified by the Board of Management on 10.2.21. It will be reviewed on a regular basis and amended if necessary.

Signed:

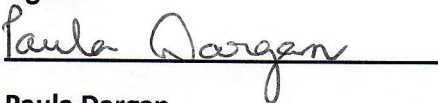


**Peter Fitzpatrick**

**(Chairperson BOM)**

Date: 26.02.2021

Signed:



**Paula Dargan**

**(Principal)**

Date: 26.02.21



## **APPENDIX 1**

### **Parental Consent to Acceptable Use Policy**

Parents will review the Acceptable Use Policy and be asked to consent to the following via Aladdin Connect.

### **Parent/Guardian**

I agree to ensure that my child abides by the school's Acceptable Use Policy and I grant permission for my daughter or the child in my care to access the internet. I understand that internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. I understand the age restrictions associated with the various social media sites.