St. Cremin's NS

ICT

Acceptable Use Policy

Mission Statement

St. Cremin's NS, Multyfarnham is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

St. Cremin's NS recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff. This AUP outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers are expected to follow when using ICT technologies for curricular and any other school related activities.

St. Cremin's NS uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of laptops/tablet devices, interactive whiteboards (IWB), digital camera etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

Aim/ Rationale:

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. The provision of ICT resources and access to the Internet supports teaching and learning in St. Cremin's NS, with rights and responsibilities for all users. This policy aims to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (i.e. pupils, staff, parents and approved visitors/speakers etc.) who have access to, and who are users, of ICT in St

Cremin's NS. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that staff, parents and Board of Management will review this AUP as deemed necessary and in response to emerging technologies and issues arising. Due to emergency school closures from March 2020, during the COVID-19 pandemic, we have made changes to our teaching and learning approaches to facilitate online learning practices. This updated document provides guidance for the school community on these changes.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood by all relevant parties. *.*

School Strategy:

St. Cremin's NS employs a number of strategies, taking into account the age of the pupils, in order to maximise the learning opportunities and to reduce the risks associated with accessing the internet, namely exposure to inappropriate online content and cyberbullying. The strategies are as follows:

General School Responsibilities:

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- Where children have access to the internet in school, it will occur under the full, uninterrupted supervision of the class teacher.
- Content will be subject to the restrictions of the Schools Broadband Internet Policy, which operates an automated web-filtering function of the PDST *Technology in Education*. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. - See more at http://www.pdsttechnologyineducation.ie. St Cremin's NS has content filtering at Level 4 of the Schools Broadband Network Content Filter. This level allows access to websites including games and YouTube but blocks access to websites belonging to the category "Personal Websites" and category "Social Networking". Any requests for modification of the filtering provision that is in place for St. Cremin's National School may only be submitted by the Principal.
- Devices used by pupils will have appropriate restrictions/ parental control settings applied where possible and applicable.
- Children will not have access to passwords or administrator accounts.
- 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 students' personal pen drives, external drives, CD ROMs, and DVDs in school requires permission from the teacher.
- The installation of software, whether from CD-ROM or online sources, must be preapproved by the principal.
- The usage of personal CD-ROMs in the school is subject to non-violation of the software's licence agreement and adheres to points 7 and 8 above.
- If a teacher wishes to integrate a web page into a lesson, that page must be fully previewed/evaluated prior to its classroom usage, for inappropriate advertising content, imagery, and text. If such content exists on the webpage, teachers must download the required lesson content to a Word document and close the webpage prior to the lesson.
- Pupils and teachers will continue with training in the area of Internet safety and Digital Citizenship. Each class level will complete the WebWise programme for Internet Safety each year. Internet Safety Week/ Safer Internet Day will be acknowledged in February each year. Guest Speakers from organisations may give Internet Safety talks to pupils and parents e.g. Zeeko or An Garda Síochána.
- Students and staff will observe good "netiquette" at all times. They will not undertake any actions that may be considered disrespectful to others or bring the school into disrepute. As part of the school's Anti-Bullying Policy and SPHE programme, lessons in the area of Cyber Bullying will be taught on an annual basis.
- The school will regularly monitor internet usage. School devices may record details of what pupils have viewed on the Internet. These records may be reviewed by school staff.
- All parties; i.e. parents, teachers, staff and students, will be requested to adhere to the AUP.

Responsibilities of Students

Breaches of this AUP policy including serious online misbehaviours by pupils will be dealt with under St. Cremin's Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. Therefore, if the school AUP is not adhered to, the school reserves the right to withdraw pupil access to ICT resources as deemed necessary and sanctions will be imposed. Responsibilities are as follows:

World Wide Web:

- Students will use the Internet for <u>educational purposes only</u> with the permission of and under the supervision of a member of the teaching staff.
- Students will not intentionally visit internet sites that contain harmful, obscene, illegal, hateful or other types of objectionable material. In the event of a child accidentally accessing inappropriate material or images, the student will report the incident to the class teacher <u>immediately</u>. The teacher should report the incident to the Principal/ ICT Co-coordinator who will then inform the Schools' Broadband service.
- If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the pupil's class teacher in consultation with the Principal. If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue; If staff or pupils discover unsuitable sites the Principal/IT co-ordinator will be informed. The Principal/IT co-ordinator will report the URL (address) and content to the Internet Service Provider and watchdogs such as www.hotline.ie. Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the 'Rules for Responsible Internet Use', which have been designed to help protect them from exposure to internet sites carrying offensive material.
- Pupils will normally use only child friendly search engines under the direction of the teacher i.e. Kidrex, Kiddle, Safe Search Kids
- Downloading materials or images that are not relevant to their studies is in direct breach of the school's AUP.
- Downloading by pupils of materials or images relevant to their specific area of study is only allowed under the supervision of and expressed permission of a teacher.
- Students will never disclose nor publicise confidential personal information.
- Students will be aware that all Internet use may be monitored by their teacher –for security, unusual activity and network management reasons.
- The use of CD's, USB keys or external storage in school requires a teacher's permission.
- No additional software / apps are to be installed without permission.
- Engaging in cyber cheating or plagiarism is not permitted. Plagiarism is material created by others and presenting it as if it were one's own.

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.
- 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.

- Pupils must not seek to 'friend' any member of school staff using any social media facility.
- Pupils are encouraged to report any alleged incidence of 'cyber bullying' directly related to the school to the class teacher.
- Pupils must not post or share personal information about pupils, staff and other members of the school community on social media.

Recording of Images/Videos:

- The school permits the recording of images and videos of pupils and school activities using school digital cameras and school iPads only.
- Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher.
- Pupils must not take, use, share, publish or distribute images of any member of the school community except with the permission of the teacher and member of the school community.

Mobile Phones/ Electronic Devices:

- Pupils are not permitted to have personal mobile or electronic devices on the school premises or on out-of-school or extracurricular activities, unless in exceptional circumstances and with full permission from the Principal.
- Pupils are expected to respect school laptops, iPads, hardware and software and not to intentionally waste limited resources in school such as paper and ink.

Cyberbullying:

The school adheres to the DES Procedures for Anti Bullying for Primary & 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. This 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 incidents of cyberbullying will be dealt with under the St. Cremin's NS 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 the prevention of cyber bullying is an integral part of St. Cremin's Anti-Bullying policy.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

Sanctions for the misuse of ICT and Internet by Pupils

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour and Anti-Bullying Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion. The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities i.e. An Garda Síochána, TUSLA, Office of the Data Commissioner etc.

Responsibilities of Parents/ Guardians

- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of St. Cremin's NS to any social media platform. This includes images from in-school concerts, events etc.
- Parents/Guardians must not take, use, share, publish or distribute images of any member of St. Cremin's NS community without their expressed permission. Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring St. Cremin's NS into disrepute.
- Parents/Guardians must not represent their own personal views as those of St. Cremin's NS on any social medium.
- Parents/Guardians should ensure that their child/children adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE: Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/children's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However, the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies. St. Cremin's NS will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.

Responsibilities of school staff & authorised Visitors/ Outside Agencies:

- All staff are required to follow the guidelines set forth in this AUP.
- Teachers should model and provide instruction in the ethical and appropriate use of technology in a school setting.
- Teachers will maintain a curricular focus.
- Teachers should ensure all students have signed an AUP permission form before allowing them to access the internet and network
- Staff will return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions.
- Ensure the computer is being legally used according to the software's licence.
- Only install software onto a school computer or network, which has been approved by the Principal.
- Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.
- Staff must not transmit, request or receive materials inconsistent with the mission and values of St. Cremin's NS.
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Internet Access/Web Browsing and Downloading

- Teachers must always supervise access to the Internet by pupils in St. Cremin's NS and websites should always be previewed before presentation to the class.
- Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.
- Staff will ensure that school WiFi, Aladdin Pupil Management System and network administrator passwords are not disclosed to pupils or non-staff members.
- Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.
- Staff or authorised school visitors/agencies are not permitted to alter the school broadband filtering preferences in any form or manner.
- Teaching practice students, transition year pupils or adults or students on a work experience/placement may only access the computer/ICT facilities with the permission of their mentor or supervising class teacher.
- All teaching practice and placement students must adhere to St Cremin's Acceptable Use Policy.

Email and Messaging

- Staff members are provided with an email address.
- Staff members are responsible for password protecting their school email accounts. Staff must ensure that their @stcremins.ie email address is used for professional purposes only.
- Staff must not use school email addresses to set up personal/social media accounts.

Recording of Images & Videos

- Staff may use school digital cameras and school iPads/other school ICT equipment for the recording of images and videos of pupils for school related purposes.
- In terms of data, staff are also required to use any mobile devices responsibly. Staff may use their devices to record any school-related work if they wish. However, the school cannot take any responsibility for these recordings.

Social Media

- Staff and authorised school visitors/agencies 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.
- School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of St. Cremin's school community on any form of social media sites etc. without relevant permission.
- Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring St Cremin's NS into disrepute.
- Staff and authorised school visitors/agencies must not represent their own personal views as those of being of St Cremin's NS on any social medium.
- All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis (see Webwise.ie and INTO.ie for specific advice on this).

School Facebook Page/ Twitter Account

- Projects, artwork or school work will be published on the internet through the schools Facebook page (StCremins Multyfarnham) and/or Twitter account (St Cremins Active Flag - @stcreminsactive) in accordance with clear policies and approval processes regarding the content that can be loaded to the page and Twitter account.
- The Facebook page/ Twitter account will be regularly monitored by the Principal to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff. Comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- The publication of student work will be coordinated by both the principal and class teacher.
- St. Cremin's NS will use only digital photographs, audio or video clips focusing on group activities.
- Personal student information including home address and contact details will not be published on webpages.
- St. Cremin's NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Seesaw, email and/or other platforms approved by the Principal as "Online Platforms" to assist with remote teaching where necessary.
- Seesaw will also be used as a method of assigning homework and communicating with both parents and pupils during the academic year of 2020/2021.
- A variety of other Online Platforms are also used regularly in teaching and learning including Spellings For Me, Typing Club, Topmarks, Mangahigh, Studyladder, Reading Eggs and other platforms approved for primary school pupils. The individual teacher using the Online Platform has signed up to the terms of service of the Online Platforms on behalf of the school and has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/guardians will be provided with necessary log-in details/ passwords and will be expected to monitor their child's use of internet and online platforms outside of school.
- Teacher approved links to some YouTube videos that are deemed useful to explain or compliment work set may also be used as part of teaching and learning.

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
  http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html
- Child Trafficking and Pornography Act 1998
  http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html
- Interception Act 1993
  http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html
- Video Recordings Act 1989
  http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html
- The Data Protection Act 1988
  http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html
- EU General Data Protection Regulations 2018
  https://gdpr-info.eu/
- Anti-Bullying Guidelines for Primary Schools 2013

Acceptable Use

St. Cremin's NS laptops and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of St. Cremin's NS. Management reserve the right to monitor this usage.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Sanctions

The use of technology resources within St. Cremin's NS is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal   action.

Useful websites for further information on online and communications technology

- http://www.csspa.ie/site/assets/files/1043/cyberbullying.pdf Get With It (Parents Guide to Cyberbullying)
- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (Includes information on Safer Internet Day)
- http://makeitsecure.ie (Make IT Secure)
- http://www.saferinternet.org (Safe Internet)
- www.thinkb4uclick.ie (Think Before You Click)
- http://www.saftonline.org (Safety, Facts, Awareness and Tools)

Links with other School Policies

This policy in linked to the following school policies:
- Child Protection Policy
- Code of Behaviour & Suspensions Policy
- Anti-Bullying Policy
- Data Protection Policy

Roles and Responsibilities

It is the overall responsibility of the entire school staff with the support of parents to ensure that these guidelines are implemented within the school environment.

Implementation

This updated version of the AUP will be implemented from 9/10/2020.

Review
The policy will be reviewed by the BoM annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

Communication
When ratified by Board of Management, this policy will be communicated to all parents who have pupils enrolled in the St. Cremin's NS. Thereafter it will be issued to parents of new entrants into all classes within the school.

Ratification

Approved by: Staff	**Date: 09/10/2020**
Approved by: Board of Management	**Date: 08/10/2020**

Permission Form

In line with Covid-19 guidelines permission forms will not be sent home with pupils. Having read through the policy thoroughly, please make the school aware (through the Principal) if you will not adhere to the terms of this Acceptable Usage Policy. We would ask every family to discuss the dangers of the internet with their children, in line with the terms of this policy.

As the parent or legal guardian of a student in St. Cremin's NS, Multyfarnham, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet.

I understand that Internet access is intended for educational purposes. 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 students access unsuitable websites.