

# **Acceptable Use Policy**

## **Use of Internet**

**Scoil Mhuire Gan Smál**  
**Clondulane N.S.**  
Phone (025) 32863

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Parents can indicate their acceptance of the School's Internet Policy, and also their agreement to allow their child's photo on the school's website, by signing the permission forms on the enrolment form.

This version of the AUP was created on the 30<sup>th</sup> September 2020 by the Staff of Clondulane N.S. It was previously reviewed in January 2017 and also in May 2017.

### **School's Strategy**

The school will employ 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 be supervised by a teacher.
- Filtering software and/or equivalent systems provided by The Department of Education's Broadband Service Desk (Firewall) will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of 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 memory sticks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

## **World Wide Web**

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- 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.

## **Email**

- Students will use appropriate email under supervision by or permission from a teacher.
- 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.

## **Spellings for Me**

- The school uses the Spellings for Me program instead of the traditional workbooks.
- Pupils will be given their own log in and username and will complete their nightly spellings using this platform.
- They will also use it in school when testing.
- For more information please see [www.spellingsforme.ie](http://www.spellingsforme.ie)

## **Seesaw**

- The school will use the Seesaw platform as an additional teaching aid for distance learning in the event of school closure.
- It will also be used regularly for homework activities.
- Each child will be given a personal Log in and QR code to log into the platform from home where they can post or display their work
- For more information see [www.seesaw.com](http://www.seesaw.com)

## **Facebook**

- The school has a Facebook page to show off all the great work being carried out and for parents to keep up to date. The school will administrate and control the page.
- To do this, we need your permission for the school to post pictures of your child on Facebook (similar to the school website). If you require further information please email the school at [info@clondulanens.org](mailto:info@clondulanens.org).

## **Chat Rooms/Zoom**

- Students will only have access to chat rooms such as Zoom, discussion forums or other electronic communication forums that have been approved by the school and are fully supervised by a teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organized via Internet chat will be forbidden.

## **School Website**

The school has a website for sharing information about the school online. Children's work may be uploaded on to the website. In this case personal student information including home address and contact details will be omitted from school web pages.

The school website will avoid publishing the first name and last name of the individuals in a photograph.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web. Students will continue to own the copyright on any work published.

## **Personal Devices**

Students using their own technology in school should follow the rules set out in this policy. They will only use personal hand held/external devices (USB devices etc.) in school if they have permission.

## **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.

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018

## **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.

## **Use of School Property by School Staff**

School staff should use school IT devices for school business only and can have no expectation that material on the school computers is private.

## **Sanctions**

Misuse of the Internet may 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

## **Ratification**

This policy was ratified by the Board of Management in September 2020. It will be reviewed as necessary.

Clondulane N.S. Acceptable Use Policy (AUP)

Use of Internet

Approved 5/1/21 (Date)

Signed on behalf of the Board of Management:

Chairman: Tom O'Brien

Date: 5/3/21

Principal: Jung Gallo

Date: 5/1/21

