



St. Patrick's National School, Crownstown Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

This Policy should be read carefully to ensure that the content is accepted and understood.

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 **St. Patrick's N.S.** The School reserves the right to amend this policy from time to time entirely at its discretion.

School

The School 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 teacher will always supervise Internet sessions which are conducted on school devices
- 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 by contracted professional computer services for the school.
- Online safety training will be provided to teachers and will be taught to all students.
- 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 by contracted professional computer services for the school.
- Websites will be previewed/evaluated by a teacher before being integrated into lessons conducted on school devices.

The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines 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

At present, students do not have school assigned addresses or accounts.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion fora and other electronic communication fora 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 organised via Internet chat will be forbidden

School Website and affiliated Social Media sites, School App.

- Students will be given the opportunity to publish photos, projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. Teachers will coordinate the publication of this material.
- The website will be regularly checked by the administrator to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently by the relevant teacher to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Student's work may appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express

written permission.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- 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 individuals in a photograph.
- The school will ensure that the image files are appropriately named - 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.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion 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 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.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board of Management welcome 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 or social media sites, 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

- Use of pupil devices is governed by the school's Anti-Bullying Policy
- 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.

- The use of E-readers may be permitted, under the supervision of the teacher.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents/guardians should familiarise themselves with, 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 1993

Support structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet through running, on a bi-annual basis, an Internet safety workshop.
- The Board of Management will support the staff by providing continuous professional development in relation to the development of AUPs, Internet safety and cyber-bullying.

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion in line with St. Patrick's N.S. Code of Behaviour.
- The school also reserves the right to report any illegal activities to the

appropriate authorities.

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 the school'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").

This policy was drafted in January 2023

This policy was Ratified by the Board of Management on 18th January 2023

Signed: _____

Chairperson, BoM.

Date: _____



Dear Parent(s)/Guardian(s),

The staff and Board of Management of **St. Patrick's N.S** 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

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, 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.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone Number: _____



Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Yours sincerely,
