Acceptable Use Policy

Reviewed by Board of Management: **May 2022**

Signed: _____

Chairperson, Board of Management

Aim

The aim of this Acceptable Use Policy is to ensure that pupils safely and effectively utilise the school's digital technologies and internet usage. Internet use and access to digital technologies 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP- will be imposed.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 was reviewed in February 2021.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated when using the internet and the school's digital technologies.

The strategies are as follows:

- All pupils will be supervised when using the digital technologies.
- The school will provide internet safety lessons to pupils in all classes within the context of the SPHE curriculum. February is designated Internet Safety Awareness month.
- The Community Gardaí will facilitate a talk to 5th classes annually on the topic "Respectful Online Communication".
- The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. See the 'Internet Safety' web page on the school website in the Parent's section and the links in the learning zone under Digital Learning Links for children's websites.
- The use of personal memory sticks or removable storage in school requires a teacher's permission.
- At the start of the school year, all parents of new pupils to the school are invited to sign the Internet and Digital Technologies Permission online Form (See Appendix 3) after they have read the Acceptable Usage Policy.
- SeeSaw and Google Classroom are the online platforms used in the school. Both platforms require the children to sign into their accounts with a personal password.
- Pupils are required to follow the prescribed etiquette, detailed below, for Zoom/Google Meet calls.
- All parents are required to give permission for their children to use Seesaw (e-portfolio for learning). This is done via Aladdin Connect.
- All pupils from 2nd class to 6th class sign a class contract in order to ensure that they clearly understand the rules with regard to internet and digital technology usage. All class teachers draw up the class contract which will be signed by all pupils and displayed prominently in the classroom.
- Pupils in 2nd class and 5th class sign an AUP Agreement at the start of the school year (Appendix 1 and 2).
- Teachers have full editorial rights over the school website, blog and Twitter account. Pupils will not have access to relevant passwords.
- Virus protection software will be used and updated on a regular basis.

- The school internet is filtered by the School's Broadband programme which limits the sites to which we have access in order to minimise the risk of exposure to inappropriate material. This system is managed by the National Centre for Technology in Education (NCTE) who work closely with the Department of Education and Skills.

General Guidelines for Students' Use of Digital Technologies

- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils are not allowed to access their own personal email accounts in school.
- Pupils will not reveal their own or other pupil's/staff members personal details, such as addresses or telephone numbers or pictures.
- Pupils will only have access to blogs, discussion forums or other electronic communication forums that have been approved by the school. We recommend **www.webwise.ie** to parents as it contains helpful advice on internet usage at home. Please also see the 'Internet Safety' page on www.stbrigid.ie for advice.

Google Classroom/Chromebook Usage

Google Classroom is used by pupils in 3rd-6th Class, at St. Brigid's G.N.S., as an e-portfolio and to streamline the process of sharing files between teachers and pupils. The platform is also used to support teaching and learning.

Additional Points to Note:

- Pupils will log onto the Chromebooks and access the Google Classroom through use of personalised school generated usernames and passwords. eg: joebloggs@stbrigid.ie This username has the appearance of an email address but it does not function as an email address.
- The pupil's cloud storage folder Google Drive is to be used for educational purposes only.
- Parents/guardians should report any suspicious activity observed, on the pupil's Google Classroom account, immediately to the school principal.

SeeSaw

SeeSaw is used by pupils in Junior Infants-2nd Class, at St. Brigid's G.N.S., as an e-portfolio and as a platform for pupil engagement. It is also used to support remote teaching and learning. Teachers can empower pupils to create, reflect, share, assess and collaborate through use of this e-portfolio. Pupil's "show what they know" using photos, videos, drawings, text, PDFs, and links. SeeSaw is GDPR compliant through a privacy shield that is in place. The uploading of a pupil's work will be coordinated and supervised by the class teacher at all times.

Additional Points to Note:

- When the pupils join the school, parents/guardians are required to give permission for their children to use Seesaw, the digital portfolio.
- Permission is given electronically, by parents/guardians, through Aladdin Connect. Each pupil has their own unique password for accessing their own profile. Pupil's cannot view the work of another student. (***Note**: The exception to this point is when the class teacher opts to use the blog feature within the SeeSaw class account. The blog feature allows the children to share a piece of their work with their peers. The teacher is required to approve the piece of work and any comments made by the class on the piece of work before it appears in the class blog. Parents/Guardians will be notified of the teacher's intention to use the blog feature. The class teacher will establish a clear etiquette with parents/guardians and children around posting and commenting).
- Pupils should not share their access codes and impersonate each other.
- Parents/guardians should report any suspicious activity observed, on the pupil's SeeSaw account, immediately to the school principal.

Google Meet/Zoom

Google Meet/Zoom are used to support communication between teachers and pupils during periods of school closure.

Pupil Guidelines for Using Google Meet/Zoom:

- Pictures or recordings of the video call are not allowed.
- During a video call, pupils are not permitted to use the various tools that the platforms have to offer unless advised to do so by a teacher eg: drawing tool.
- Set up your device in a quiet space, with no distractions in the background.
- Ensure that the backgrounds which are visible during the conference calls are appropriate.
- Raise your hand before speaking, just like you would do in class.
- Mute your mic when you are not speaking.
- Use headphones if you can to reduce background noise, when necessary.
- Have your full name displayed on your Zoom/Google Meet account.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- **Our school rules are still in place, even online.**

School Website – www.stbrigid.ie

- Permission to publish a pupil's work will be sought from parents/guardians via the Permission Form (Appendix 3) on enrolment. This permission can be withdrawn at any time.
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website and Twitter account.
  The school website and Twitter account will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupil work will be co-ordinated by a teacher and pupil's work will appear in an educational context on web pages such as our school website and school Twitter account.
- Pupils full names will not be published on the school website/Twitter account, alongside digital photographs, videos or audio clips. Instead photographs, audio and video clips will focus on group activities and will detail the pupil's first name only, if at all. Personal pupil information including home address and contact details will be omitted from school web pages.

Social Media

School Twitter Account

- Twitter is used for educational purposes only. Retweets are not necessarily the views of St Brigid's GNS but are discussed and distributed for educational and conversational purposes.
- When posting to Twitter, a conversational but formal tone is followed. 'Classroom style' language is encouraged.
- The school does not follow or reply to pupils or parents on Twitter.
- The staff and teachers of St Brigid's G.N.S. will not use the online platforms or school accounts for the expression of personal views and the school requests that parents and pupils adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account.
- Pupils should alert their teachers immediately of any concerns for personal safety or security.

Mobile Phones, Personal Electronic Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is a direct breach of the school's Acceptable Use Policy. Pupils must power off their mobile phones and leave them in their school bags until they are outside the school gate. If pupils are found with a phone during school time the phone is confiscated and returned to the pupil at the end of the school day. If this happens more than once, then the mobile phone will be confiscated and only returned to parents.
- Smart watches are permitted in school on the condition that their 'smart' features will not be accessed/used during the school day. If a child uses the 'smart' features, the rules will be explained to her. If the child subsequently uses the 'smart' functions, she will be asked to leave the watch at home.
- Sending nuisance text messages or the unauthorised taking of images on a mobile phone or electronic device, still or moving is in direct breach of the school's Acceptable Use Policy.

School Digital Technologies

1. The school's digital technologies are to be used solely for educational use.
2. The school reserves the right to decide on the appropriateness of available apps and web pages selected when creating learning opportunities and integrating digital learning, across the curriculum. Any apps or web pages deemed inappropriate will not be permitted for use on the school's digital technologies.
3. Pupils are strictly prohibited from the inappropriate use of the camera on the school's digital technologies. No video, image or audio recording are to be taken unless specified and supervised by a teacher.
4. The images, videos, music and apps, on the school's digital technologies, must be appropriate and in keeping with the school's ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.
5. Only apps or web pages specified by the teacher are to be open during class time.
6. Pupils may not use the school's digital technologies. to communicate with each other, unless directly instructed to do so by a teacher, during the school day.
7. Pupils are responsible for the safety and protection of the school's digital technologies and are expected to treat the digital technology with the utmost respect.

Sanctions

Breaching any of the rules detailed above may result in disciplinary action in line with the school's Code of Behaviour/Anti-Bullying Policy. Misuse of the internet and digital technologies may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. All sanctions issued will be done so in accordance with the school's Anti-Bullying Policy/Code of Behaviour.
The school also reserves the right to report any illegal activities to the appropriate authorities.

Legislation

Teachers, pupils and parents/guardians may familiarise themselves with the following legislation relating to use of the internet:

- Data Protection (Amendment) Act 2018
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti-Bullying Guidelines for Primary Schools 2013

Review

This plan will be reviewed every two years starting May 2022.

Appendix 1

Acceptable Use Policy Agreement (Signed by pupils in 5th class
Examples of Expected Use

I will:

- Use school digital technologies for school-related activities only.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school digital technologies carefully and alert teachers if there is any problem with their use.
- Encourage positive, constructive discussion if allowed to use a blog or represent the school online.
- Alert a teacher if I see threatening/bullying, inappropriate or harmful content (images, messages, postings) online.
- Use school digital technologies at appropriate times, in approved places, for learning reasons.
- Recognise that use of school digital technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school digital technologies.

Examples of Unexpected Use

I will not:

- Use school digital technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct towards others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school digital technologies to send spam or chain mail.
- Plagiarise content (Copy, use as their own, without citing the original creator) I find online
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school digital technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts or content that isn't intended for my use.
- Take videos, images or audio recordings unless specified and supervised by a teacher.

These are not intended to be exhaustive lists. Pupils should use their own good judgement when using school technologies.

I understand that if I deliberately break these rules I may be stopped from using the digital technologies and my parents/guardians will be informed.

Pupil Signature: _____ Date: _____

Parent/Guardian Signature: _____

Appendix 2

Acceptable Use Policy Agreement (Signed by pupils in 2nd class)

Examples of Expected Use

I will:

- Use school digital technologies for school activities only.
- Always behave respectfully when online.
- Treat school digital technologies with respect.
- Only put positive comments on the school Twitter.
- Tell a teacher if I see unkind content (images, messages, postings) online.
- Use school digital technologies for learning only.
- Be careful to protect the safety of myself and others.

This is not intended to be an exhaustive list. Pupils should use their own good judgement when using school technologies.

Examples of Unexpected Use

I will not:

- Use school digital technologies in a way that could harm myself or others.
- Search images or content that is inappropriate.
- Show disrespectful behaviour online.
- Post information about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Take videos, images or audio recordings unless specified and supervised by a teacher.

I understand that if I deliberately break these rules I may be stopped from using the school's digital technologies and my parents/guardians will be informed.

Pupil Signature: _____ Date: _____

Parent/Guardian Signature: _____

Appendix 3

Permission Form

Please review the attached school **ACCEPTABLE USE POLICY,** sign and return this permission form to the class teacher

School Name: **St. Brigid's G.N.S., Glasnevin**

Name of Pupil: _____

Class/Year _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my daughter to access the internet and use the school digital technologies.
I understand that internet usage and digital technologies are intended for educational purposes.
I understand that misuse of the internet and digital technologies may result in sanctions being issued in accordance with the school's Anti-Bullying Policy/Code of Behaviour Policy.
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.

Signature: _____ Parent/Guardian

I accept that, if the school considers it appropriate, my child's schoolwork/photograph/video may be chosen for inclusion on the website, newsletter and school Twitter account.
I understand and accept the terms of the Acceptable Use Policy in relation to publishing of pupils' work, photographs and videos of school activities on the school website, newsletter and school Twitter account.

Signature _____ Parent/Guardian

Date: _____