

SCOIL MHUIRE AN UAIMH

Acceptable Use Policy

School Name: Scoil Mhuire

Address: Abbey Rd., Navan, Co. Meath

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

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 be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor students' 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 personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance with school procedures

- Students should inform their teacher if they inadvertently access information that makes them feel uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider informed
- Students will 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 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 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

School Website

- The school website will avoid publishing the first name and last name of individuals in a photograph
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- 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 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, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images still or moving is in direct breach of the school's acceptable use policy.

Remote Learning

In the case of a class/school closure pupils will be assigned learning tasks/activities by the class teacher through the online learning platform Seesaw.

- At the beginning of the school year class teachers set up Seesaw for the pupils in their class and send home login details with the pupils.
- Learning tasks are provided regularly to ensure the pupils stay familiar with the platform.
- SEN teachers will be invited by the class teachers with whom they are working as a link teacher. SEN teachers will provide learning tasks/activities to the pupils who they are working with.
- Feedback will be provided on a regular basis and opportunities will be given to pupils/parents to communicate with the teachers.
- Teacher email addresses are also provided to pupils/parents and parents are encouraged to email their child's teacher with any concerns.
- In the event of a closure, teachers will be contactable during the school day (9am-3pm).
- This platform is for education and school work only and it must not be used by students and teachers for any other purpose other than this.

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:

- Children First Act 2015
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

There are many Websites offering support and advice in the area of Internet Safety. The following is a selection:

- NCTE – <http://www.ncte.ie/InternetSafety/>
- Webwise – <http://www.webwise.ie/>
- Make IT Secure – <http://makeitsecure.ie>
- Safe Internet – <http://www.saferinternet.org/ww/en/pub/insafe>

The following guides/manuals are available in school:

Be Wise on the Net...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

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.

Review

It is envisaged that the school will review the AUP after two years or earlier should a need arise. Parents and staff will be informed of any amendments made. It has been provided to all members of school personnel and the Board of Management. It is readily accessible to parents and guardians on request and is provided in the enrolment pack for incoming Junior Infants each year.

This AUP was ratified by the Board of Management on:

Signed: Michael Lynch
Chairperson of BoM

Date: 3/12/20