Thomond Primary School

Acceptable Use Policy (AUP)

Introductory Statement and 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, online platforms and communication tools in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the school’s AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions, in line with the school’s Code of Discipline, may be imposed.

The Board of Management will review the AUP regularly. Before signing, please read this policy carefully to ensure that you understand and accept the conditions of use.

**Rationale**

The Internet, digital media and online learning platforms can help our pupils learn, create and communicate in ways that we would never have imagined. The online world is very much part of their lives and they are “growing up digitally” with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. Our pupils need to become media savvy and they need to learn how to effectively search for and evaluate online content; how to protect personal information and reputation; how to respect copyright and intellectual property. They also need to know where to get help if problems arise.

The Internet is a valuable teaching and learning tool. It can develop children’s independent research skills and promote lifelong learning. It can support communication between staff members and between home and school and provide learning opportunities for pupils during periods of school closure. The school employs a range of strategies to maximise learning opportunities and reduce risks associated with the Internet and online learning. The school’s policy is to look for and to use opportunities across the curriculum to reinforce online safety messages.

**Legislation**

The legislation outlined below relates to use of the Internet

* Data Protection (Amendment) Act 2003
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

Parents and teachers should familiarise themselves with this legislation.

**Security Measures**

* Internet access within the school is via The Irish Schools Broadband Programme with “Safe Search” filtering on internet browsers so the risk of exposure to inappropriate material is reduced.
* Internet use by children in school will always be supervised by a teacher.
* Pupils will be educated in Digital Citizenship and Online Safety and taught to observe good “netiquette” (etiquette when using the internet) at all times.
* Teachers will have access to resources and information on Digital Citizenship and Internet Safety which will be shared in the documents section of Aladdin.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* Pupils must obtain teacher permission to use memory sticks or other digital storage media in school.
* Children and teachers are expected to respect computers, hardware and software and to make good use of limited resources, such as paper or ink, in school.
* Computer Passwords, Wi-Fi Passwords and iPad Passcodes will not be shared with pupils.
* As per Data Protection Policy, details of children will not be used in staff emails. Where necessary, initials of the children may be used.

**Digital Citizenship and Online Safety Education**

* Pupils at all class levels will be educated in Digital Citizenship and Online Safety as part of the SPHE programme.
* Key messages relating to online behaviour and safety will be reinforced through discussion and frequent reminders when appropriate opportunities arise.
* In Term 1, specific planned lessons on Online Safety will be delivered at each class level each year as follows:
  + Infants to Second Class Buddy the Dog (Resources Available on Aladdin)
  + Third & Fourth Class HTML Heroes\*
  + Fifth Class My Selfie and the Wider World\*
  + Sixth Class Stay Safe - Cyberbullying   
     Revise My Selfie and the Wider World and HTML Heroes

(\*Resources available from <https://www.webwise.ie/teachers/> )

* In Term 2, Safer Internet Day will be marked and used as an opportunity to revise and highlight key messages.
* Teachers will always model safe and appropriate use of technology, the internet and online resources.
* Information and advice regarding Internet safety in the home may be shared with parents.
* At the beginning of each school year, pupils in all senior classes (fourth, fifth, sixth) will learn about our school’s Acceptable Use Policy and each pupil will sign an Agreement Form indicating his/her willingness to abide by this policy.

**Use of the Internet**

* Pupils will use the Internet in school for educational purposes only.
* Teachers will always check out websites in advance.
* A list of appropriate educational websites will be saved in the favourites/bookmarks folder on school devices.
* Pupils will only use search engines under direct supervision of a teacher.
* Pupils will only download materials or images that are relevant to their schoolwork.
* Pupils are not permitted to use internet chat rooms.
* Senior Pupils will learn about and abide by copyright rules relating to project work and online learning.
* Pupils will never disclose or publicise personal information.
* Electronic messages will only be sent or received under direct supervision of a teacher.
* Pupils will be aware that their use of the internet may be monitored for unusual activity, security and/or network management reasons.
* Pupils will not intentionally visit Internet sites that contain inappropriate material.
* In the event of a pupil accidently accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Co-ordinator.

**iPads**

* Pupils will use iPads for educational purposes only.
* Pupils will always follow teacher’s instructions when using iPads.
* The camera and audio recording functions will only be used under the teacher’s direction.
* Audio or video files recorded at school may only be transmitted, broadcast or transferred with the permission of a teacher.
* Pupils will never leave an iPad unattended.
* iPads must be handled with care at all times.
* Any damage to an iPad must be reported immediately to the teacher.

**Email**

* Pupils may use approved email accounts for educational purposes under direct supervision of their teacher.
* Pupils will not reveal their own or other people’s personal details, such as addresses, telephone numbers or pictures.
* Pupils will not access their own email accounts in school.
* Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.

**School Website**

* Our school website thomondps.ie is a platform for communication between our school, our parents and the wider public. It provides easy access to relevant information, policy documents, school calendar, news updates and important notices. It showcases the projects, successes, and the teaching and learning that happens in TPS. It has a link to the School Facebook Page.
* A limited number of staff have administrative rights on the School Website.
* All content is moderated to ensure that the safety of students and staff is not compromised
* Content focusing on individual pupils is not published and pupils are not identified by their full name on the school website.
* A selection of photos is displayed on the school website. All image files are appropriately named. Filenames will not include pupils’ names. Pupil names will not appear in ALT tags.
* Video and/or audio clips may be published on the school website. Content focusing on individual students will not be published. Files will be appropriately named. Filenames will not include pupil names. Pupil names will not appear in ALT tags.
* Pupils may be given the opportunity to publish projects, written work, artwork or other schoolwork on the school website.
* The publication of pupil work will be co-ordinated by a teacher and authorised by the school.
* Pupil’s work will only appear in an educational context.
* Pupils will continue to own the copyright of any work published.

**School Facebook Page**

* Facebook is used to promote a positive image of the school by sharing information with parents and the wider community regarding school activities and specific school events.
* Permission to publish photos of children will be sought from parents/guardians in the school enrolment form. Staff will make themselves aware of those children whose parents have not consented to their child’s photos being taken.
* Pupil’s names will not be published beside their photograph.
* Staff will ensure that pupil names are omitted, when taking photos of children showing their work for display on School Facebook Page.
* The Principal is the administrator of the school Facebook account and only she can add/edit/amend information on the Facebook page.
* Those accessing the page should not add comments that can identify children and they should not post anything that could be deemed as inappropriate or offensive.
* Inappropriate or harmful comments or content will be removed at the earliest possible opportunity.

**Use of Digital Portfolios and Online Learning Platforms**

* Seesaw for Schools is used as a means of communication for educational purposes. It is used for homework and distance learning and may also be used as a record of pupil work.
* Parental consent is required for the use of Seesaw.
* Pupils use Home Learning Codes to access Seesaw using the Class App.
* ‘Enable item editing’ function is turned off so that pupils cannot tag their classmates in their work.
* ‘Students can see each other’s work’ function is turned off to protect pupil privacy.
* [VideoLink](https://video.link/) will be used when sharing YouTube or Vimeo videos with pupils.
* Office 365 may be used as an online learning platform for pupils in Senior Classes. Safety precautions similar to those that apply to the use of Seesaw will apply.

**Virtual Meetings, Remote Teaching and ’Live’ Lessons Online**

* Zoom Meetings may be used as a communications tool for staff and team meetings. This platform may also be used to communicate with parents.
* Zoom Meetings may be used to deliver ‘live’ lessons online during school closure.
* Written Parental consent is required for pupil participation in ‘live’ lessons during school closure and this is uploaded to child’s profile on Aladdin.
* The following security points are adhered to when using Zoom for ‘live’ lessons during school closure

1. A new Zoom Link is sent by e-mail or text to the parents/guardians for each lesson.

The Zoom Link may be shared via the Pupil’s Journal on Seesaw - the pupil’s parents will always be informed.

1. The ‘password’ function is used for access to the meeting.
2. The ‘waiting room’ function is enabled.
3. The meeting is ‘locked’ when all are present.
4. The ‘share screen’ and ‘chat functions’ are disabled when working with a bigger group.
5. Recording of ‘live’ lessons is strictly forbidden.
6. For child protection reasons, when working with an individual child, supervision by a parent/guardian is required.
7. Pupil’s participating in ‘live’ lessons abide by School Rules/School Code of Behaviour.
8. Pupil’s participating in ‘live’ lessons will share video. If the internet connection is poor, a teacher may grant a pupil permission to stop sharing video.
9. Pupil’s participating in ‘live’ lessons will mute/unmute microphone as directed by their teacher.

* Teachers who are working from home may use Zoom Meetings to deliver ‘live’ lessons online to pupils who are in school. Parents will be informed and appropriate arrangements will be made for the supervision of pupils involved.
* Microsoft Teams may be used for communication, virtual meetings and ‘live’ lessons. Safety precautions similar to those that apply to the use of Zoom Meetings will be apply.

**Use of Assistive Technology for Home Learning during school closure**

* Pupils may be granted permission to use their DES sanctioned iPad/laptop for Home Learning during school closure as per Assistive Technology Policy.
* Parents will be required to read in full and agree to the Terms and Conditions attached to the Assistive Technology Policy.
* Parents will be required to adhere to the current School Acceptable Use Policy, specifically where this policy relates to
  + the safe and appropriate use of approved IT equipment such as iPads/ laptops.
  + the safe and ethical use of technology, the internet and online learning platforms
  + the use of legal software.
  + the protection of personal data.

**Use of School Devices for Home Learning during school closure**

* Pupils may be granted the loan of a School Device for Home Learning during school closure.
* Parents will be required to read in full and agree to the Terms and Conditions attached to the use of this device.
* Parents will be required to adhere to the current School Acceptable Use Policy, specifically where this policy relates to
  + the safe and appropriate use of approved IT equipment such as iPads/ laptops.
  + the safe and ethical use of technology, the internet and online learning platforms
  + the use of legal software.
  + the protection of personal data.

**Personal Devices belonging to Pupils**

* As a general rule all personal devices (e.g. mobile phones) should be left at home.
* In instances where personal devices are brought to school, they are to be turned off and left in a designated place during school hours.
* The school shall not be liable for loss or damage to such devices.
* In exceptional circumstances, where parents will be informed in advance, pupils may be permitted to use their own devices under the supervision of a teacher.

**Staff**

* The Internet is available for professional use by school personnel. Personal use of the Internet should not occur during class time.
* Computer Passwords, Wi-Fi Passwords and iPad Passcodes will not be shared with pupils.
* As per Data Protection Policy, names of children will not be used in staff emails. Where necessary, initials of the children may be used.
* Where teachers use their personal devices for taking photos or videos of children, these should be immediately deleted, once shared with the principal or website administrator.
* Pupils’ work should never be shared on social networking sites, other than Thomond Primary School Facebook page.
* Teachers are not permitted to publish photos of pupils or school activities on their personal social media sites.
* Aladdin for Schools, a cloud-based admin system, is used for educational purposes. Information documented on Aladdin will always be of a factual nature.
* The following steps are taken to protect the information that is accessible on Aladdin.
  + Users of Aladdin will not divulge their log in details to anyone.
  + Users of Aladdin will not use the ‘remember me’ function.
  + Information stored on Aladdin should never be on view to students/visitors/other staff.
* All teachers use a specific email address eg [johnmurphytps@gmail.com](mailto:johnmurphytps@gmail.com) for all correspondence with parents for educational purposes. Use of gmail accounts will be replaced by the use of official school email addresses - …….@thomondps.ie
* Teachers will always use the BCC function when sending group emails.

**Sanctions**

* Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet and/or access to Online Learning Platforms will be withdrawn from pupils who fail to maintain acceptable standards of use.
* Intentional misuse of the Internet and/or Online Learning Platforms will result in disciplinary action in line with our school’s Code of Behaviour.

Implementation

* 1. **Roles and Responsibilities**

This plan will be supported, developed and implemented by all members of the staff. The principal and relevant post holders will coordinate the progress of the plan, encourage and accept feedback on its implementation and report to staff on findings. It will be ratified by the Board of Management. It will be monitored and evaluated at least every three years.

* 1. **Timeframe**

This plan is currently being implemented.

Review

1. **Roles and Responsibilities**

It will be necessary to review this plan on a regular basis to ensure optimum implementation of the acceptable use of the internet in Thomond Primary School. The principal and relevant post holders are responsible for co-ordinating this review.

1. **Timeframe**

This plan will be reviewed in June 2022

Ratification and Communication

The Board of Management of Thomond Primary School ratified this plan on **20th April 2021**

This plan is available to view at the school by the parents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of the Board of Management.

**Permission Form**

Please review the schools Acceptable Use Policy then sign and return this permission form **only** to the class teacher.

*Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Pupil**

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.

Pupil’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, 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 will be taken by the school to provide for online safety.

I accept the above paragraph □ I do not accept the above paragraph □

*(Please tick as appropriate)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acceptable Use Policy – Pupil Agreement Form for Senior Pupils**

Thomond Primary School has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school’s Internet, digital media and online learning resources in a safe and effective manner.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

● I know that everything I do on a school computer/laptop/iPad is monitored by the school.

● I will use the Internet, digital media and Seesaw for educational purposes only.

● I will only go on websites that have been approved by my teacher.

● I will only search for information using a search engine when my teacher is supervising me. I will always use a safe search engine e.g. Image Bank on www.scoilnet.ie to look up images.

● I will not copy information from the Internet into my own work. I will always use my own words.

● I will never download images or words that have nothing to do with my school work.

● I will not visit an inappropriate website on purpose.

● If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.

● I will never access my personal email account in school.

● I will never access chat rooms in school.

**Internet Safety In and Out of School**

● I will always use my username and not my real name on websites so that I can protect my identity.

● I will never give out my name, address or phone number to anyone online.

● I understand that my password is my own and I will not share it - even with my best friend.

● I will not share personal information about another person online.

● I will never pretend to be someone else when I am online.

● I will not use my phone/ipad to take photos of people without my teacher’s permission and their permission.

● I will not upload any photos without getting permission.

● I will never send text messages, emails and comments that are harmful and hurtful to another person.

● I will never arrange to meet in person anyone I meet online.

● If I bring a mobile phone to school it will be switched off and I will leave it in the designated place during the school day. I will not switch it on until I leave the school grounds.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_