

Acceptable Use Policy

St. Joseph's Mercy Primary School

2020



The aim of this **Acceptable Use Policy** 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 valuable school resource which has the capacity to greatly enhance learning opportunities for our pupils.

It is envisaged that the Board of Management and staff of St. Joseph's Mercy Primary School will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is understood and accepted.

This AUP was updated by the staff and BoM of St. Joseph's Mercy Primary School in October 2020.

School's Strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- A teacher will always supervise Internet sessions
- Websites will be previewed / evaluated using the PDST's filtering system (Level 4) before being integrated into lessons. This search engine has a built-in 'safe search' feature. The 'safe search' feature will be enabled on all search engines.
- A firewall is being used to minimize the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updates.
- The school will regularly monitor and archive pupils' internet usage by checking user files, temporary internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the internet.
- Online safety training will be provided to teachers and will be taught to all pupils.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is mused and updated regularly.
- The use of Personal External Storage Devices in school is discouraged and email / Cloud storage is preferred.

It is important to note that our school's Anti-Bullying Policy applies to internet usage. Parents are asked to 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 forwarded by other people will be regarded as bullying behaviour.

World Wide Web

- The internet will be used to enhance learning and will predominantly be used for educational purposes. On occasions, the teacher may allow supervised access for entertainment purposes (a 'treat DVD' for example). All websites will be vetted by the teacher.
- Students will be taught specific lessons on online safety.
- Students will not knowingly attempt to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicise personal or confidential information online. Examples of these are 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 of 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 pupils access unsuitable websites either deliberately or inadvertently.

School Website

- The school's website address is <http://www.stjosephsmercycpsnavan.ie>.
- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published as per the consent form. Teachers will co-ordinate the publication of this material.
- Personal pupil information including name, home address and contact details will not be published on the school website.
- Photos / Videos on our website may not be copied or posted to any social media or other website or published in any way.
- Parents / Guardians are asked not to tag photographs or any other content which would identify any children or staff in the school
- Parents / Guardians are requested to ensure that any online messages / comments regarding the school are always respectful.

Digital Communication Platform

St. Joseph's Mercy Primary School has selected Seesaw as its platform for communication between staff and pupils and between the school and parents. It is envisaged that Seesaw would be the platform through which teachers will support remote teaching and learning during periods of school closure due to COVID. From time to time, homework tasks may also be set and reviewed via Seesaw. Parental permission will be sought before signing any child up for Seesaw.

Personal Devices:

- Pupils may not use any personal device with recording or image-taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy will be sanctioned accordingly.
- Any images / recordings taken by teachers on smartphones or other personal devices must be downloaded onto the school server or the school website and then deleted from source.

Legislation and Regulation

The following legislation is considered in conjunction with our Acceptable Use Policy:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1988
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support Structures and Education

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet
- The school will run programmes on acceptable internet usage for senior pupils and parents. This will include material on cyber-bullying.
- Staff will partake in CPD in relation to the development of AUPs, internet safety and cyber-bullying.

Sanctions

Misuse of the Internet or any activity which is at variance with our AUP may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was ratified by the Board of Management at its meeting on 19th October 2020.

Acceptable Use Policy Permission Slip

Name of Pupil: _____

Class: _____

As the parent / legal guardian of the above pupil, I have read the Acceptable Use Policy.

I understand that my child's schoolwork / homework / photo / video may be chosen for inclusion on our website.

If you do not wish to have your child's photo / video / schoolwork used in any form, please put this information in writing to the school Principal. If, at any stage, you change your mind, it is your responsibility to notify the school in writing.

Signed: _____ (Parent / Guardian)

Date: _____