

Letterfrack NS

Acceptable Use Policy

The aim of this Acceptable Use Policy for Letterfrack National School 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 school resource and privilege.

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/member of school personnel
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (Blocking systems employed by NCTE)
- 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, CDs, DVDs, or other digital storage media in school requires a teacher's permission before being used in class situation.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- All school staff will adhere to this policy. Staff will not use the internet for personal business during the school day.

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 will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be taught in class 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 use approved class email accounts only under supervision.
- 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

- Pupils will be given an opportunity to publish 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by their class teacher.
- The school 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 the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web. Individual photos of pupils will not be used on the school website.
- Pupils will continue to own the copyright on any work published.

SeeSaw

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. Students “show what they know” and upload their work using photos, videos, drawings, text, PDFs and nothing can be shared without the class teacher's approval. It can be used on a computer (PC) or tablet. The family access allows parents to see only their child's work and is an effective home-school link. It also enables teachers to set tasks or assignments and include instructions or templates for students to use at school and home. Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent.

Personal Devices

Pupils require specific permission to bring electronic devices to school. Devices not authorised will be confiscated and returned when collected by parent/guardian.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform.
- In the case of Seesaw and any other relevant platform,

parents/guardians will be expected to monitor any uploaded content.

- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- Parents/Guardians must also agree to monitor and supervise their child's participation in any such communications conducted on the Online Platforms.
- Parents/Guardians must agree to ensure their child's behaviour adheres to the Letterfrack NS Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology and other relevant policies.
- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
- Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
- Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
- Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted

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 Parent's Association will organise Internet Safety talks for Senior class pupils and all parents on a regular basis.

Resources –

- NCTE internet safety awareness video
- www.webwise.ie

Sanctions

Misuse of the internet may result in disciplinary action, 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.

Signed : _____Chairperson BOM

