

## Acceptable Use Policy (AUP)

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This Acceptable Use Policy applies to students who have access to and are users of the internet in Scoil Nioclás Naofa .

* It also applies to members of staff, volunteers, parents, carers, guardians and others who access the internet and use devices in Scoil Nioclás Naofa .

### General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school’s digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, parents and staff are expected:

* To treat others with respect at all times.
* Not undertake any actions that may bring the school into disrepute.
* Respect the right to privacy of all other members of the school community.
* Respect copyright and acknowledge creators when using online content and resources.

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:

* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* Uploading and downloading of non-approved software will not be permitted.
* The use of personal external digital storage media in school, requires school permission.
* Virus protection software will be used and updated on a regular basis
* Internet use within school will always be supervised by a teacher.
* The school will regularly monitor pupils' device usage.
* Teachers and students will be provided with training in the area of Internet safety. Many staff members have undertaken in-service IT courses which incorporate Internet safety. Staff are encouraged to share relevant information in this area.
* The use of personal memory sticks, CD-ROMS or other digital storage material in school is not permitted.
* Students will observe good "Netiquette " (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

### Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to Ms Colleran or Mr Cronin.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students and staff 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.

Students will use the Internet for educational purposes only.

Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

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 never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school’s digital platform, including distributing or receiving information, school-related or personal, will be monitored.

**Use of file sharing and torrent sites is allowed with staff permission.**

* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials to the class teacher immediately.
* Students will use the Internet for educational purposes only and teachers will advise pupils on occasions to access educational websites at home as part of homework exercises.
* Students will be familiar with copyright issues relating to online learning.
* Students will never disclose or publicise personal information.
* 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.
* Downloading by students of materials or images not relevant to their studies, is in direct breach of this Acceptable Use Policy.

### Email:

* Students may only use approved class email accounts under supervision by, or permission from, the teacher. (e.g. Google Classroom)
* 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 telephone numbers or pictures.
* Students will never arrange a face-to-face meeting with someone they only how through emails or the Internet.
* Students will note that sending and receiving email attachments is subject to permission from their teacher and using teacher-approved materials only.

### Internet Chat:

* Students will not have access to chat rooms.
* Discussion fora and other electronic communication fora, may only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.
* Face-to-face meetings with someone organised via Internet chat will be supervised by the class teacher.

### The School Website:

* All teachers will be encouraged to photograph school events such as educational trips, science experiments etc. and to contribute these and associated articles to the site.
* In practical terms, a designated iPad will be used to take and store photographs of all school activities. Under GDPR procedures, it must be stored securely in the Accounts ' Office.
* We will encourage children to submit articles for publication on the site e.g. a book review or match report.
* All parents have been circulated with a permission slip (via Aladdin) asking for their agreement in writing for the inclusion of photographs of their children undertaking school activities.
* It is the policy of our school that the names of the children will not appear with photographs of the children. This is outlined on the Admissions Form.
* The school will 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 parental permission.
* Each teacher can upload an item for their Class Blog directly from their Aladdin Noticeboard. All security issues will be observed as pupil access is not allowed.
* The Class Blog-Via Aladdin Connect will be used exclusively by the teachers. All protocols around Aladdin Connect must be agreed upon by parents, due to GDPR.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The school website will avoid publishing the first name and the last name of individuals in a photograph.
* 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.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Scoil Nioclás Naofa will deal with incidents that take place outside the school that impact the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases, Scoil Nioclás Naofa will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

Scoil Nioclás Naofa implements the following strategies to promote safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

**Board of Management, teachers, parents**

The school will monitor the impact of the policy using:

* Logs of reported incidents.

Should serious online safety incidents take place, Ms Maureen Colleran (principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all teachers.

### Content Filtering

Scoil Nioclás Naofa has chosen to implement the following level on content filtering on the Schools Broadband Network:

**Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.**

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

### Email and Messaging

**Downloading by students of materials or images not relevant to their studies is not allowed.**

**The use of personal email accounts is only allowed at Scoil Nioclás Naofa with expressed permission from members of the teaching staff.**

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

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

Students will not forward email messages or screenshots of emails or “reply all without the permission of the originator

Students should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.

All emails and opinions expressed in the email are the responsibility of the author and do not reflect the opinion of the school.

### Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Nioclás Naofa :

* Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Scoil Nioclás Naofa.
* Use of blogs such as WordPress, Tumblr etc. is not allowed in Scoil Nioclás Naofa.
* Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the Scoil Nioclás Naofa community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Scoil Nioclás Naofa into disrepute.

Staff and Students must not represent your personal views as those of Scoil Nioclás Naofa on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here:

https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html

### Personal Devices

Students are not permitted to bring their own devices to school or and school-related activities.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, etc. in Scoil Nioclás Naofa :

* Students are not allowed to bring personal internet-enabled devices into Scoil Nioclás Naofa.
* Students are not allowed to use personal internet-enabled devices during lessons
* Students are not allowed to use personal internet-enabled devices during social time.
* Staff are not allowed to take photographs of children on personal devices.

## Digital Learning Platforms (including video conferencing)

Scoil Nioclás Naofa digital learning platform is Seesaw and Aladdin and is managed by the school. This platform should enable two-way communication.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school’s platform.

The use of digital platforms should be used in line with considerations set out in the school’s data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Prior acceptance from parents should be sought for student usage of the schools’ digital learning platform.

General principles of health and safety apply in the moving of this trolley i.e. :

* All iPads must be secure in their bays.
* All cables must be secured and not trailing.
* The trolley may only be moved under teacher supervision.
* Care must be taken especially when going over door saddles.
* All minor difficulties in operation to be reported immediately to the Principal.
* All iPads will be secured in the strong room and in the morning either Ms Colleran or Mr. Cronin will ensure that they are charged for the day 's use.
* All appliances must be shut down properly.

## Remote Teaching and Learning Guidelines

Scoil Nioclás Naofa uses Aladdin Connect, Zoom and Seesaw as ways of supporting remote teaching and learning.

We use Seesaw as the preferred platform for the bulk of remote teaching and learning. Security settings for Seesaw have been put in place for all classes as follows:

* Student likes and comments function is OFF
* Students can see each other's work function is OFF
* New items require approval is ON, so that teachers can see all student work submitted, and suggest re-drafting to the pupil who has submitted the work.
* Enable item editing function is turned ON to enable teachers to edit material.
* The enable family access function is OFF

### General Guidelines around Remote teaching and learning.

* Under no circumstances can pictures or recordings be taken ofvideo calls.
* Staff families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
* It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
* Staff members can communicate with pupils and their families via Aladdin, Seesaw, and Zoom Call.
* Any electronic forms of communication will before educational purposes and to allow for communication with families.
* Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, and Aladdin Connect)
* Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
* For video/Zoom calls, parental permission is required, as the link to a video call will be communicated via the parent/guardian 's email address.
* Zoom calls are used exclusively in communication with SEN pupils, and parents are required to be present along with the child and teacher/SNA, for the duration of the call.
* For security reasons, passwords will be provided to families, where applicable.
* Scoil Nioclás Naofa cannot accept responsibility for the security of online platforms, in the event that they are hacked.

### Guidelines for staff members using online communication methods:

* Under no circumstances can pictures or recordings be taken of video calls.
* Staff members will communicate with pupils and families during the hours of9.30am - 3pm, where possible.
* Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
* Staff members will seek to become familiar with apps before using them with pupils.
* Staff will check that consent has been given, before setting up a pupil profile for an online app.
* Staff members will report any concerns regarding online behaviour or interactions to school management.
* Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
* Staff members will notify parents/guardians of the date, time and password for a video call via email.
* Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.  All normal school rules regarding mutual respect, apply.

Rules for pupils using online communication methods:

### For submitting learning:

* Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
* Use kind and friendly words.

### For video calls/Zoom:

* Pictures or recordings of the video call are not allowed.
* Remember our school rules - they are still in place, even online.
* Set up your device in a quiet space, with no distractions in the background.
* Join the video with your microphone muted.
* Raise your hand before speaking, just like you would do in class.
* 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.
* Be on time - set a reminder if it helps.
* Enjoy! Don 't forget to wave hello to everyone when you join!

### Guidelines for parents and guardians:

### For learning:

* It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
* Check over the work which pupils send to their teacher, ensuring it is appropriate.
* Continue to revise online safety measures with pupils.

### For video calls/Zoom

* Under no circumstances can pictures or recordings be taken of video calls.
* Ensure that the school has the correct email address for inviting you to join apps and meetings.
* The main purpose of a video call is to maintain a social connection between the school staff and pupils at a time when school is closed during an emergency. Encourage pupils to listen and enjoy the experience.
* Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
* You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if
* you can be identified by the display name on your zoom account.
* Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
* Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off
* Participants in the call should be dressed appropriately.
* An appropriate background/room should be chosen for the video call. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy_>
* It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated.
* In this case, the child's parent will receive a report on the incident.

### Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Scoil Nioclás Naofa students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Permission on Aladdin from parents or carers will be obtained before photographs of students are published on the school website.

Students must not share images, videos or other content online with the intention of harming another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs sanctions.

### Inappropriate Activities

* Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
* Misuse and fraud legislation
* Racist material
* Pornography
* Promotion of any kind of discrimination
* Promotion of racial or religious hatred
* Harmful content or threatening behaviour, including promotion of physical violence or mental harm
* Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
* Using school systems to run a private business
* Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
* Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
* Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
* Creating or propagating computer viruses or other harmful files
* Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
* Online gaming
* Online gambling
* Online shopping
* Use of social networking sites, instant messaging and online forums
* Child sexual abuse material
* Any other activity considered questionable

### School Websites

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

Scoil Nioclás Naofa will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website and Seesaw with parental permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on Scoil Nioclás Naofa web pages.

The Scoil Nioclás Naofa will avoid publishing the first name and last name of pupils in video or photograph captions published online.

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 online.

### Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Scoil Nioclás Naofa considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Scoil Nioclás Naofa to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as “placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behavior.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

### Permission Form

Parents are asked at the beginning of each year to sign the permission slip on Aladdin.

### 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:

* Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
* Copyright and Related Rights Act 2000
* Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
* Children First Act 2015
* Harassment, Harmful Communications and Related Offences Act 2020 (Coco’s Law)
* Criminal Damage Act 1991

### Pupil Online Database (POD)

The Primary Online Database (POD) is a nationwide database of primary school pupils as they move through the primary education system and on to post-primary. The system allows schools to make online returns and provides the department with the information needed to develop and evaluate educational policy.

* Only authorized staff can use or access POD.
* Only information explicitly provided by a parent will be submitted to POD.
* POD is only to be accessed by authorised staff on school-issued devices.

### Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### Sanctions

Misuse of the Internet and digital technologies should be referred to in the school’s Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.