

Internet Safety:
Acceptable Use Policy (AUP)

PURPOSE

As the rationale for having an A.U.P. is primarily to promote good practice and safe, responsible use of the Internet, it is a very important document. Its main goals are:

- To educate students, parents and teachers about the potential of the Internet as a valuable learning resource.
- To define the parameters of behaviour and specify the consequences of violating those parameters.
- To identify the school strategy on promoting the safe use of the Internet and address the risks associated with its use.
- To provide schools with legal protection from liability.

SCOPE

This A.U.P. shall apply to St. Patrick's National School. 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 Therefore, if the school A.U.P. is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the A.U.P. – will be imposed. The AUP policy is available on the school website or on request in school and, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is envisaged that the AUP will be reviewed biannually (every two years).

RESPONSIBILITIES

The A.U.P. will be developed by the B.O.M. in consultation with teachers, parents and other stakeholders. Regular updates to this policy shall be the responsibility of the Board of Management.

SCHOOL'S STRATEGY

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as per the following sections:

General– The following will apply to the use of computers, devices & internet at school. Parents will be responsible for monitoring and supervising computer usage at home.

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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 memory sticks or other digital storage media in school requires a teacher's permission.

- 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.
- St. Patrick's N.S. will participate in Safer Internet Day annually to raise awareness about staying safe online, using the internet responsibly and protecting their online identity.

SCHOOL WEBSITE - <https://ballinamuckns.ie/>

The website's primary aim is to improve the communication flow between teachers, parents, students, Board of Management, Parents' Association and other interested bodies as appropriate.

Website Content Policy: The website will include current information on items such as the following:

- Latest News/School News
- School information – location/school staff/Board of Management/school ethos/our vision/our mission
- Useful information- Academic calendar/Book Lists
- Classes
- Green Schools
- Active Schools
- Photo Gallery
- Fun Zone
- Learning Zone
- Covid 19- Information for parents

School Website - Approved Content Guidelines:

- Students will be given the 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 publication of student work will be coordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Parents will be given the opportunity to withhold permission to have photographs of their child/children uploaded on to the website.
- Parents who are enrolling pupils from 2010 onwards will be given the opportunity to allow permission to use photographs on the website on the Enrolment form.
- Digital photographs, audio or video clips are permitted provided that they focus on group activities and have parental permission <https://ballinamuckns.ie/publishing-of-work/>
- Digital photographs of children should focus on the activity they are engaged in.
- Content focusing on individual students will not be published on the school website without the parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- Class details (i.e., lists, numbers, etc.) will not be published on the website.
- Pupils in photographs may only be identified by first names only.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web i.e., hovering on an image will not display the student's name in a text box.

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

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 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.

E-mail

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Parents will be informed by the class teacher if pupil e-mail accounts are set up and parental permission will be sought. E-mails will be monitored by the class teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students are not currently allowed to access personal e-mail through the school equipment. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Sending of messages via websites, similar to e-mails is not allowed.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- All teaching staff have their own professional email address. This email address is used to communicate with parents/guardians regarding any queries, questions or concerns they may have regarding the progress of their children.

Internet Chat

- Students do not currently have access to internet chat rooms.
- Students are not currently allowed to access internet chat-rooms through the school equipment.

Personal Devices

Personal devices are not allowed in school, unless for authorised reasons as per the mobile phone policy. The unauthorized taking of images still or moving and recording of audio is prohibited on all school devices and is in direct breach of the school's acceptable use policy.

Mobile Phones

- On arrival to school mobile phones must be given to the class teacher.
- On the first occasion that phone is found, the pupil will receive one verbal warning.
- On the second occasion that the mobile phone is found, the mobile phone will be sent to principal / deputy principal and will be returned when collected by parents/ guardian only.

Legislation

The school will provide information on legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with. Links to the full text of these acts are available in the Resources for Schools section of www.webwise.ie

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 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.

Aladdin Schools

'Aladdin Schools' is a management information system used for administration purposes in St. Patrick's N.S. Aladdin data is fully encrypted and is stored and processed in compliance with Irish and European data protection laws. All data stored on Aladdin for school purposes is secured with passwords only known to the school's administrator. Teachers have access to data relevant to their class only.

Our school is delighted to announce that we have rolled out the Aladdin Schools Connect to parents/guardians of children in our school since June 2022.

The school uses the Aladdin Schools software service www.aladdin.ie for administrative purposes and Connect will give you secure access to messages from the school and to details of your child's attendance, test results, report cards etc via secure login from your internet browser or Aladdin Connect App.

Aladdin Connect is a fantastic way to enhance a school's communication with parents. It enables parents to stay connected and informed about their child's education by:

– Ensuring that the school has their most **up-to-date contact information**

- Keeping parents apprised of their child's **attendance and punctuality**
- Keeping parents up to date on **school and classroom news** via noticeboard messages
- Allowing parents view their child's approved **report card**
- Allowing parents to view their child's latest **standardised test results**

Along with strengthening our home/school partnership, we also envisage Aladdin Connect helping the school by:

- Helping to **improve attendance and punctuality** by allowing parents to keep track of any school days their child may have currently missed, along with late arrival and early leaving information
- Helping to reduce the amount of **class/school notes being sent home**
- Helping the school/ teachers **communicate** with parents when the need arises
- **Reducing costs** by eliminating the need to send school report cards by post
- **Reducing costs** by reducing the number of text messages that need to be sent

You can rest reassured that Aladdin Schools uses state-of-the-art security to safeguard information entered by the school and data is stored and processed in strict compliance with Irish and European data protection laws.

Social Networking Sites

The school does not accept responsibility for inappropriate or abusive material posted on social networking sites that violates the terms and conditions of the site and the school's AUP.

Class Dojo/ Seesaw

- As a response to the sudden and prolonged school closure due to COVID 19 (March 2020), Class Dojo was the school's chosen online learning platform for remote learning.
- Following consultation with the staff in Autumn 2021, it was decided that Seesaw will replace Class Dojo and be the school's chosen online learning platform as a teaching tool for teaching and learning now. It will also be used for remote learning in future if St. Patrick's N.S. is closed for an unexpected length of time or in a public health emergency.
- Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC) or tablet. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home through distance learning. Pupils can share their work using photos, videos, drawings, text, PDFs, and links.
- Pupils retain the copyright on material submitted to teachers in the digital portfolio.
- Parents/Guardians are asked to sign a consent form <https://ballinamuckns.ie/seesaw-remote-learning/>
- Home Learning Codes are emailed to all parents/guardians.
- Seesaw privacy policy can be accessed here: <https://web.seesaw.me/privacy-policy>
- We envisage Seesaw to be used for the following purposes, however this is not an exhaustive list.
 - Setting and completing home learning/homework activities.
 - Communication with parents/guardians surrounding important class announcements or information e.g., issuing reminders about special events, payment of trip money or school closures/holidays.
 - Enhance pupil's ICT skills and engagement with technology through creating and showcasing

work in a digital platform.

- Provide a digital record of pupil's work over the course of a school year.

More information about Seesaw is available on the PDST website -

<https://www.pdst.ie/DistanceLearning/Platforms/seesaw>

The Department of Education and Skills have acknowledged the use of Seesaw in primary schools in the following document <https://www.education.ie/en/Schools-Colleges/Information/guidance-on-continuity-of-schooling.pdf>

Kahoot

- Our classes may use the educational quiz creator website “Kahoot” as one method of assessment and for enjoyment.
- The class teacher may create quizzes based on material covered in class. Pupils do not need an account to participate in the quizzes, and all quizzes created will be used solely for school related work.

Educational Apps and websites

Students may access online resources that collect and store data, monitor progress and allow teachers to provide feedback. Such websites and applications may be used for possible distance learning in the event that St. Patrick's N.S. is closed for an unexpected length of time or in a public health emergency.

Applications may include:

<https://www.oxfordowl.co.uk/>

<https://www.splashlearn.com/>

<https://www.topmarks.co.uk/>

<https://www.duolingo.com/>

<https://ie.ixl.com/>

<http://www.primaryresources.co.uk/>

<https://www.readtheory.org/>

<https://www.mathsisfun.com/>

<https://www.starfall.com/h/>

Communications

This is an area of rapidly evolving technologies and uses, a wide range of rapidly developing communications technologies has the potential to enhance both teaching and learning.

Communication Technologies	
• Use of mobile phones in lessons	Not allowed
• Use of mobile phones in social time (Break and Lunch)	Not allowed
• Use of mobile phones on school related activities.	Allowed with staff permission.

<ul style="list-style-type: none"> • Taking photos on personal mobile or personal camera devices in school. 	Not allowed
<ul style="list-style-type: none"> • Taking photos on personal mobile or personal camera devices on school related activities 	Allowed with staff permission.
<ul style="list-style-type: none"> • Taking photos on school camera or other cameras devices. 	Allowed with staff permission.
<ul style="list-style-type: none"> • Use of hand-held devices e.g., PDA/ PSP 	Allowed with staff permission.
<ul style="list-style-type: none"> • Use of personal email addresses in school, or on school network 	Allowed with staff permission.
<ul style="list-style-type: none"> • Use of school email for personal emails 	Not allowed
<ul style="list-style-type: none"> • Use of chat rooms / facilities 	Not allowed
<ul style="list-style-type: none"> • Use of instant messaging 	Not allowed
<ul style="list-style-type: none"> • Use of social networking sites 	Not allowed
<ul style="list-style-type: none"> • Use of blogs 	Allowed with staff permission.

Inappropriate Activities

User Actions		
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images	Unacceptable and illegal.
	promotion or conduct of illegal acts, e.g., under the child protection, obscenity, computer misuse and fraud legislation	Unacceptable and illegal.
	racist material	Unacceptable and illegal.
	pornography	Unacceptable.
	promotion of any kind of discrimination	Unacceptable.
	promotion of racial or religious hatred	Unacceptable.
	threatening behavior, including promotion of physical violence or mental harm	Unacceptable.
	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	Unacceptable.

Using school systems to run a private business		Unacceptable
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGFL and / or the school		Unacceptable
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions		Unacceptable
Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords)		Unacceptable
Creating or propagating computer viruses or other harmful files		Unacceptable
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		Unacceptable
On-line gaming		Acceptable at certain times with staff permission.
On-line gambling		Unacceptable
On-line shopping / commerce		Acceptable at certain times for nominated users.
File sharing		Acceptable at certain times.
Use of social networking sites		Unacceptable.

St. Patrick's National School, Ballinamuck, Co. Longford

Roll No: 19975C

Chairperson B.O.M. David Long
Principal: [Signature]
Date: 29/3/23

Misuse of the Internet will result in disciplinary action, including verbal /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.

**St. Patrick's National School,
Ballinamuck, Co. Longford**

Dear Parent/Guardian,

As part of the school's education programme we offer pupils access to the Internet. All websites accessed on the Schools Broadband Network go through a level of filtering to ensure that inappropriate sites are excluded and a "Web Page Blocked" message is displayed. This allows students safe access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, please sign below and return to class teacher.

Yours sincerely,

Name: _____

Class: _____

		Yes	No
1.	I give my child permission to use the internet as a resource for learning during school		
2.	I give permission for my child's work, projects and artwork to be published on the school website page - https://ballinamuckns.ie/ and that digital photographs, audio or video clips of my child in a group setting may be published. (Please note pupils will never be named individually and personal pupils' information will never be published on website)		

Signature: _____

(Parent/ Guardian)