# SCOIL NAOMH IOSAF (SNI)

## Baltinglass, Co. Wicklow

## Roll No: 20039P



# Acceptable Use Policy (AUP)

**(Policy for Safe Internet use and Appropriate use of Information Technology)**

## Introduction

This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of Scoil Naomh Iósaf, Baltinglass. The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy (AUP) is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the school's devices, equipment and networks.

## Strategies to Minimise Risk

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall (PDST/NCTE) is used to minimise the risk of exposure to inappropriate material and to block unsuitable sites.
- 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 students.
- Uploading and downloading of non-approved software on school devices will not be permitted.
- Virus protection software is used on school devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed/evaluated by a teacher before being integrated into lessons conducted on school devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should 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 repeated by other people will be regarded as bullying behaviour.

## Use of the Internet

- The internet provides excellent opportunities for learning and for research for both school and home related work.
- Students will be shown how to use the internet, how to use any apps that are downloaded on school devices and how to research. They will also be taught specific lessons on online safety by teachers.

- Students will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful, or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- 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.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download or otherwise transmit material that is copyrighted on school devices.
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, 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 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 students access unsuitable websites either deliberately or inadvertently.

## Email

Where it is necessary for a child to use an email address to access Zoom or other platforms, students will use approved class email accounts (@snibaltinglass.ie) under supervision of a teacher or parent/guardian. In general, when children are accessing zoom calls from home during periods of remote learning, it is the parents' responsibility to log their child into the zoom meeting and meeting details will be sent to parents in advance (refer to Zoom Protocols in the relevant section below).

- 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.
- Teachers will only use school email addresses for all electronic correspondence related to the school
- Teachers have access to school email using the school Administration system Aladdin and Office 365 email @snibaltinglass.ie
- Teachers share their email with parents to ensure easy home school communication. All teacher's emails are in the format of firstname.surname@snibaltinglass.ie

- The school will communicate regularly with parents using email from our Aladdin system. Parents should ensure that the school has a working email that is checked regularly so that parents do not miss out on important information from the school.
- Please note that it is not possible to respond to emails sent via. Aladdin. If parents wish to contact the school, please use your child's teacher email or contact the school at secretary@snibaltinglass.ie.
- The Principal may be contacted at principal@snibaltinglass.ie.

## Distance Learning (Please refer to SNI Remote-Distance Learning Policy)

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin, Zoom, Seesaw, Padlet or other platforms approved by the Board of Management as platforms (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.
- In the case of the Seesaw online learning platform, parents/guardians must access the platform for their child using their unique home learning code or grant their child access to the platform using the code provided by the school.
- Parents/guardians will be expected to monitor their child's use of the Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

## Zoom Protocol

During online learning it is expected that pupils will be on their best behaviour as they would be in the classroom. Our school and class rules still apply so pupils are required to listen to the teacher and each other, put up their hand to speak, respect other people's opinions and do their best. The school code of behaviour will apply in the event of misbehaviour by pupils while on a class zoom call. In line with our Child Safeguarding Policy, it is recommended that a parent/adult stay in the room with the child for the duration of the Zoom meeting/call. During individual or small group meetings with pupils, an adult should sit with the pupils to assist them in engaging with the teacher and completing tasks and activities suggested or demonstrated.

Children should be dressed appropriately and should take part in the zoom meeting/call in a communal area of the house e.g., kitchen, sitting room, office, or other living space and not in their bedroom. If a child joins a zoom meeting from their bedroom, they will be

asked to turn off their video and relocate to a different room before they can re-enter the meeting (from the waiting room). Parents/pupils must not record, take screenshots, take a snip, take photographs etc. of Zoom meetings and must not post any element of the meeting on any social media platform.

All zoom meetings will be scheduled by the class teacher or the Principal who will be joined by another teacher or SNA for the duration of the meeting. The meeting ID and Password will be sent to parents by text message. These details must not be shared with the child or any other person. As pupils of Scoil Naomh Iósaf are under sixteen years of age and not of the digital age of consent, parents must log in from their own Zoom account.

The Host (Principal/Teacher) will set the Zoom so that only he/she can share their screen. The host may assign the screen sharing facility to another teacher/SNA as required. The host may also allow a pupil share their screen for a specific purpose e.g. to present a page from their project/work. The host controls who can screen share at all times.

Participants joining the zoom meeting will initially enter the waiting room. They will be admitted by the host teacher at the time the meeting is due to start. The teacher and/or SNA will check each participant against the class list. All participants must have their camera visible and should be identifiable by name on the device they are joining with. If a child is not visible to the teacher or identifiable by name/parent's name, they will be immediately removed from the meeting and will not be able to re-join. The Zoom call will be recorded by the teacher.

The host teacher will mute all participants when they join the meeting or shortly after and they should remain muted unless given the opportunity to contribute to the meeting by the teacher. On occasion, break out rooms may be used where smaller groups of pupils have the opportunity to chat and share information or opinions. All break out rooms will be supervised by a teacher or SNA and the groups will return to the main meeting after.

When the meeting is over, the teacher will end the meeting for all participants. The teacher will end the meeting immediately should there be any inappropriate comments or content presented or any breach of the code of behaviour. Parents will be contacted and the child excluded from any further Zoom meetings.

To ensure pupil safety at Zoom meetings, each meeting will have a unique meeting ID and Password. This will not be shared except by text to the parents of the children in the class/group. Parents are requested not to share these details with any other person. In the unlikely event of a security breach, the host teacher will end the meeting immediately. The Principal and the Gardaí will be informed along with the Data Protection Commission and the school will implement the Data Breach Policy.

### Guidelines for Joining and Participating in a Zoom Meeting

- If parents received an invitation link by email or text, click on the link to join the meeting.
- If parents are using the Zoom app on a Laptop, phone or tablet, click on the 'join' icon. Insert the meeting ID and click 'join'. Enter the Meeting Passcode.

- Click 'Join with Video'. Connect to audio or turn on the microphone if prompted to do so.
- A message will tell you to 'wait, the meeting host will let you in soon'.
- Pupils must have their camera visible and should be identifiable by their own name or their parent's name on the device they are using. If the teacher cannot see the pupil's name/parent name or see the pupil's face, the pupil will not be admitted to the meeting.
- When the pupil enters the meeting they will see a menu of options at the bottom of the screen. Here they can Join Audio or Mute/Unmute themselves.
- Tap the **…** at the bottom of the screen. Then tap 'Raise Hand' to raise a virtual hand to speak.
- Also Tap the **…** at the bottom of the screen to find Meeting Settings. All items in Meeting Settings should be turned to 'on'.

## Internet Chat

- Discussion forums on Zoom lessons/meetings will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

## School Website and affiliated Social Media sites.

- The school's website address is: www.snibaltinglass.ie
- The school's Facebook page is SNI Parents Association Scoil Naomh Iosaf
- The School plans to use the Aladdin App which is known as Aladdin Connect (2022).
- Students will be given the opportunity to have photos, projects, artwork, and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g., Communion etc. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.

- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy. Parents are reminded that if you have consented to your child's photo/work etc. being published on the school website or used for school based publications you can withdraw/give that consent at any time in writing to the school.

## Personal Devices

- Students 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 (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school computer/relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher.

## Legislation and Regulation

The Acceptable Use Policy (AUP) should be read in conjunction with our Remote-Distance Learning Policy, Data Protection Policies, Anti-Bullying Policy and Code of Behaviour, all of which are available on the school website.

The school has provided links below on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

## Support structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

## Use of Information Communication Technology (ICT) Resources

Scoil Noamh Iósaf information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, phone and other wireless communications devices, (telephone, voice mail systems) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities) or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with National laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

## Sanctions

Misuse of the Internet or engaging in any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.
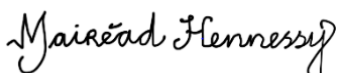
The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

This updated policy was adopted by the Board of Management on September 28th 2021.

## Policy Review

This policy will be reviewed as required in light of further requirements or guidance from the Department of Education and Skills and/or the Government of Ireland.

**Signed:**     *Mairéad Hennessy*  (Principal SNI)     September 28th 2021

**Signed:**     *Catherine Burke*                 (Chairperson BOM)   September 28th  2021.

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Scoil Naomh Iósaf have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy prior to completing the A.U.P Permission Slip. School files will be updated accordingly, and this form will be kept on file for no longer than is necessary.

**Acceptable Use Policy Permission Slip**

Name of student: _____ Class: _____

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____ Date: _____