

# St Oliver Plunkett's NS

## Acceptable Use Policy

### Introduction

St Oliver Plunkett's NS is committed to ensuring that every child receives a quality education. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. **It is a valuable tool to support learning.** Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. This policy should be read in conjunction with the Code of Good Behaviour, the Anti-Bullying Policy, the Anti-Cyber-Bullying policy and the Mobile Phone policy.

### The policy's relationship to the school's mission statement and ethos

St Oliver Plunkett's NS aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. We endeavour to equip each child with the skills and positive self-esteem to empower them to contribute to their community, their home life and become lifelong learners. We believe that this AUP is essential for achieving that goal.

### School's strategy

The school will employ 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.

**Filtering software** and/or equivalent systems from the PDST Technology will be used in order to minimize the risk of exposure to inappropriate material. It is currently set at Level 6 internet filtering.

- The school will monitor pupils' internet usage.
- Senior class pupils will be provided with training in the area of internet safety - Web wise
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used.
- The use of memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### **World wide web** :

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to their class teacher.
- Pupils will use the internet for educational purposes only.

- Pupils 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 (AUP).
- Pupils 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. Usernames will be used to avoid disclosure of identity if registering with online educational websites.

#### Email

- Pupils will only use approved **school e-mail accounts** under supervision by or permission from a teacher e.g to send in a completed piece of work to be printed at school. **Pupils will not use personal e-mail accounts at any time.**
- Pupils will not receive e-mails from a school e-mail account, a member of staff's e-mail address, **all communication will be to a parent's e-mail address at all times. In the case of using Google Classroom it is the parents' e-mail address that is used.**

#### Internet chat

Zoom: This can be used for meeting e.g. staff meeting, SEN meeting and BOM meeting.

What's App/Zoom : This may be used for communication with SEN teachers , SNAs and SEN pupils during enforced school closures only. **Parent of SEN child is present at all times during communication time, if a parent is not present the meeting cannot take place.**

Web Social network sites, blogs, wikis etc) The internet has become a communication system for the school and the wider community. Services such as Aladdin are currently being used by the school to communicate with parents/guardians. Google classroom will be in use as a two way communication system, this is conducted using a parent's e-mail address only.

Web is open to potential dangers when used inappropriately.

- We ask parents and pupils:
- Not to post messages or comments of any kind on the school website. Any messages of any kind on social media or on the school website will be treated in the same way as written messages to the school.
- Not to copy photographs from the school website or use them on social networking sites. The school will continue to own the copyright of any photographs published and does not give permission for this.
- Not to request to 'friend' or 'follow' a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook/Twitter or other social network request. Facebook, Twitter and other social networks should not be used to contact staff members.
- Not to post digital photographs, audio or video clips of pupils or staff on social networking sites or on any part of the internet.

#### School website

Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of pupils' work will be co-ordinated by a teacher. Pupils' work will appear in an educational context on our website pages. Digital photographs, audio or video clips of individual students will not be published on the school website. Instead

photographs, audio and video clips will focus on group activities. Names of pupils will not appear alongside their photograph.

- **Personal devices** If the student has permission to bring in their iPad/ laptop it is used in conjunction with the acceptable use policy in the school. A few important details to note the children would connect to the school Wi-Fi system which has a filtered system so inhibits use of any unacceptable sites in school. Mobile phones are prohibited. Please see Mobile Phone Policy.
- The children will only use the iPad/laptops in a teacher directed lesson. They are not allowed to be used in an informal setting e.g. during wet play at lunch time etc.
- The children are **strictly** prohibited from using the camera/recording function unless it is part of a teacher directed lesson. Selfies are not allowed unless permission has been given by teacher. ( e.g. if pupils are using their image to create a story)
- Importantly if the children are given permission to bring the device to school then the school cannot accept responsibility for the damage or loss of the device.

**Legislation** The school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

Data Protection (Amendment) Act (2003). Child Trafficking and Pornography Act (1998).<sup>2</sup>  
Interception Act (1993). Video Recordings Act (1989). The Data Protection Act 1988.

### 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. Written parental consent will be sought from parents/guardians at enrolment with regard to the AUP. Parental consent will be sought when the AUP is subsequently changed via permissions on Aladdin Connect.

### Sanctions

Misuse of the Internet or any of the terms of this policy may result in disciplinary action, including:

Written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion in line with our school discipline policy. The school also reserves the right to report any illegal activities to the appropriate authorities up to and including the Gardaí. Refer to our Code of Good Behaviour and our Anti-Bullying policy for the full range of possible sanctions that may be used.

**Evaluation and review** This policy will be evaluated and amended according to the extent to which it serves the needs of the school and protects the safety of its pupils.

This policy was adopted by the Board of Management on the 28th of September 2023

Signed: *Sheila Macken* Chairperson of the Board of Management

Secretary : *Mairéad Murphy*