Acceptable Use Policy

**School Name:** St Cronan’s Junior National School

**Address:**  Brackenstown Road,

 Swords,

 Co.Dublin

**Aims**

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school’s Internet resources in a safe, responsible and effective manner.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

It is envisaged that school and parent/guardian representatives will revise the AUP annually. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.  It is assumed that the parent/guardian accepts the terms of the AUP unless the school is specifically notified.

This version of the AUP was created in March 2022.

**Strategies**

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.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor Internet usage.
* Pupils and teachers will be provided with training in the area of Internet safety where appropriate.
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* Pupils/staff 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.
* The use of personal memory sticks/other digital storage media will not be permitted by pupils.

*World Wide Web*

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, Wordpress, Twitter and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. Cronan’s JNS, form part of our web services and all content that is placed on these services by pupils/staff/parents/guardians falls under this policy. Please refer to the school’s Data Protection Policy for further information on how the school utilises 3rd party services.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents;

*At Home*

* Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Instagram, Facebook, Twitter etc. until they are the appropriate age.
* Please do not “tag” photographs or any other content which would identify any children or staff in the school.
* If you are uploading a photograph, please ensure that it does not identify any children/staff in any way.
* Please ensure that any online messages and comments to the school are respectful. Any messages written on social media about the school or school community are treated in the same way as written messages to the school.
* Please do not request to “friend” or “follow” a member of staff in the school. Most staff members would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a social media request.

*In School*

* Sites that the children use in school will be previewed by their teacher before use.
* Pupils will use the Internet for educational purposes and/or as deemed appropriate by the teacher e.g. as a reward or for golden time etc.
* Teachers and pupils will be familiar with copyright issues relating to online learning. They will not copy information into assignments and fail to acknowledge the source.
* Students will only download materials or images relevant to their studies under strict supervision of the teacher.
* Pupils will never disclose or publicise personal information.
* All Internet users in St. Cronan’s JNS should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
* Pupils and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. If they do, they will be subject to the relevant disciplinary procedures.
* Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

*Email*

* Pupils will not be given access to email accounts in the school.
* Staff/parents are responsible for all email they send and for the contacts made that may result in email being received.
* Staff/parents will not send or receive, by any means, any material that is illegal, obscene or defamatory or any material that is intended to annoy or intimidate another person.
* The school network must not be used to send or distribute unsolicited commercial mail, commonly known as ‘spam’, in bulk or individually.
* Staff/parents/guardians must not use false mail headers or alter the headers of mail messages in such a way as to conceal the identity of the sender.
* Emails should only be sent to the individual with whom you wish to communicate.
* Staff/parents should schedule emails to be sent between the hours of 8am and 4pm.

*Direct Communication using Internet*

Teachers in the school may choose to use a number of tools for communication. Examples include Zoom, SeeSaw and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member may directly speak to the pupils/parents/staff/outside agencies live e.g. through an online meeting. Participants will be invited to these meetings using a code. The following are ground rules for synchronous communications;

* All meetings will be password protected
* When setting up the meeting staff members will activate/deactivate necessary security settings before allowing students to join the conference e.g. waiting room enabled; screen sharing, chat and device renaming disabled.
* A staff member will always act as the meeting host. If a co-host function is available on the chosen platform, this should be disabled for students.
* Staff members are always first in the room and will end the online meeting for all other users.
* Participants’ microphones will be set to mute upon entry. The microphones can then be switched on when appropriate to allow participation.
* Participants must use their real name when attending a meeting for identification purposes
* Participants will conduct themselves in a similar manner that would be expected in a regular meeting or classroom.
* The school management reserves the right to remove an attendee from a meeting if the behaviour of the attendee is deemed inappropriate or in breach of the AUP.
* Pupils should not be present at meetings held between staff members and parents/guardians using an online platform.
* It is good practice for a parent/guardian to be in close proximity of a child when they are taking part in a video conference. Other household/family members should not be visible/involved in the video conferencing session.
* Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child and a staff member, another adult must be present at the meeting and/or the meeting must be recorded (with permission).
* Participants are not permitted to record the screen, sound or any part of a meeting, presentation or webinar without the consent of all involved.

*School Website*

* The publication of student work will be co-ordinated by a teacher.
* Pupils will continue to own the copyright on any work published
* Pupils' names will not be linked with their photographs.
* The school will endeavour to use photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form.
* Personal pupil information including name, home address and contact details will be omitted from school web pages.

*SeeSaw Digital Learning Journals*

Pupils at St. Cronan’s JNS have access to their own SeeSaw digital learning journals. Pupils are able to post images, videos and audio recordings related to their classwork in their journals. All uploads, including comments, have to be approved by the class teacher.

Parents/Guardians, via the SeeSaw app/website only have access to their own child’s journal content. Parents/guardians sign a school SeeSaw consent form before being provided access to their child’s learning journal.

SeeSaw is compliant with GDPR in how it stores data: <https://web.seesaw.me/privacy-policy>

**Devices**

Pupils will not be allowed to use their own personal devices in the school.

**Legislation**

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

* Data Protection (Amendment) Act 2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
* Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie/ZZA22Y1998.html>
* Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
* Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
* The Data Protection Act 1988 -<http://www.irishstatutebook.ie/ZZA25Y1988.html>
* Copyright and Related Rights Act 2000 <http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>

**Support Structures**

Websites offering support and advice in the area of Internet Safety are listed below:

* NCTE - <http://www.ncte.ie/InternetSafety/>
* Webwise - <http://www.webwise.ie/>
* Make IT Secure - [http://makeitsecure.ie](http://makeitsecure.ie/)
* Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school:
Be Wise on the Net …Information and Advice for Schools NCTE
Internet Safety Awareness Education Programme Teachers’ Handbook SAFT Project (NCTE)

**Sanctions**

Misuse of this policy may result in disciplinary actions. The school also reserves the right to report any illegal activities to the appropriate authorities where these come to the notice of any member of staff.

**Implementation/Ratification and Review**

This policy was ratified by the BoM of St. Cronan’s JNS on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal