Tuam Educate Together National School

Acceptable Usage Policy (AUP)

This policy has been formulated by Tuam ETNS to assist staff, pupils and parents in making informed decisions in relation to the safe and practical use of technology in education.

Aims

The aims of this AUP are to;
- Ensure that pupils will benefit from learning opportunities offered by the school's internet resources, in a safe and effective manner.
- Promote the beneficial, professional, ethical, lawful and productive use of the school's IT systems and to define and prohibit unacceptable use of the IT systems.
- Educate users about their IT security responsibilities.
- Promote practices to ensure appropriate confidentiality and non-disclosure of the school's sensitive information.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour, will be imposed.

It is envisaged that the Board of Management and Parent Association representatives will review the AUP regularly. Before enrolling in our school, the AUP should be read carefully to ensure that the conditions of use are accepted and understood by parents and pupils. The policies outlined in this document are intended to cover all online technologies and digital learning used in the school, not just those specifically mentioned. It is assumed that parents and carers accept the terms of the AUP unless the school is specifically notified.

This AUP was revised in May 2020.

General

- Internet sessions will always be supervised by a staff member.
- Uploading and downloading of non-approved software is not permitted.
- Pupils will not be permitted to download programs or apps on school laptops/ipads, staff laptops or other forms of technology.

- Staff requests for app downloads should be made to the ICT Committee. All approved downloads will be carried out by the ICT Committee.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school will use NCCA approved filters as part of the school's firewall systems.
- Students and teachers will be provided with age appropriate training in the area of internet safety as part of our SPHE plan.

Online Etiquette

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Parents and carers should be aware of our Anti-Bullying Policy in terms of how it relates to social media.
- Students should never post anything online that they wouldn't wish their grandparents, parents/guardians or teachers to see.
- Before posting a digital comment or message, pupils will be taught to THINK (to consider if it is True, Helpful, Inspiring, Necessary and Kind).

Internet

- Students will not intentionally visit websites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not be permitted to access or use social media sites or apps on individual devices in school. Some social media sites may be used by teachers on classroom desktops as a learning tool; however, all interactions will be under the supervision of the teacher.
- If students see a message, comment, image, or anything else online that is concerning or inappropriate, it should be brought to the immediate attention of their class teacher.
- Students will use the internet for educational purposes, as directed by teachers, during class time.
- During 'Golden Time', pupils may be allowed to use the internet. This will be at the discretion of the teacher. However, all activities will be monitored by the class teacher.
- Students will never disclose or publicise personal information online.
- Downloading materials or images not relevant to their studies will be in direct breach of the school's Acceptable Usage Policy.

- Students will be taught to research correctly, to check sources and to present research without plagiarism and copyright infringement.
- Students should not use chat rooms, discussion forums, messaging or other electronic communication forums.
- Students may be able to download file types, such as images or videos, PDFs, MS Office Documents, etc. when specifically requested to by the teacher. For the security of our network, such files should only be downloaded from reputable sites, and only for educational purposes.
- Students will follow each classroom's Digital Rules poster (Appendix 2). If the rules are broken, internet and device privileges will be removed, to be returned at the discretion of the teacher.
- Students will not examine, change or use another person's file, user name or password
- The school takes every reasonable precaution to provide online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Communications and Social Media

The internet has become a two-way communication system for the school and the wider community. Services such as e-mail, Facebook, and other social media channels are used by the school to communicate with parents and government agencies such as the PDST or the NCCA.

These services, although not owned by Tuam Educate Together NS, form part of our web services and all content that is placed on these services fall under this policy.

The following rules will apply to children and parents:

- The use of instant messaging services and apps including Snapchat, WhatsApp, GChat, etc. is strictly prohibited on the School network and in school.
- All online messages and comments, including emails, to the school should be respectful. Any messages written on social media will be treated in the same way as written messages to the school.
- Negative conversations about children, staff or parents should be avoided on social media accounts. If such comments are encountered, they should be reported to a member of staff. The school may follow the Code of Behaviour or Anti-Bullying policy, as a result.

- Parents and children should not request to "friend", "follow", "add" or "tag" a member of staff in the school on social networks. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore social network requests.
- Advertisements should not be added to any of our social media channels, without prior permission from the principal.
- Failure to keep the above rules will result in a permanent ban on our social media accounts.

Distance Learning

- On DES recommendations and after attending training, the staff are happy to use Zoom as a platform to interact with our school community during periods of distance learning. Parental consent will be illustrated by logging onto the session. (No separate slip necessary) It is expected that adult supervision in the home will be provided for the purpose of monitoring children's use on the online platform.
- Normal school etiquette/ online etiquette will be observed during a distance learning session.
- Zoom may be used for small group/ individual instruction in the same way SNA/ SET small group interactions take place in school. It is advised where possible a third person is present during these interactions e.g. a second staff member, additional pupil or parent.
- Zoom may be used to "catch up" in a whole class setting, to provide whole class instruction on work assigned or for small group/ individual instruction.

School Website and Social Media

Please note that the following points apply to the school website and social media profiles, including but not limited to Facebook, YouTube, and Google+.

- Pupils 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 and other platforms.
- The publication of student's work will be coordinated by a teacher.
- Personal pupil information including home address and contact details will be omitted from school web pages and platforms.
- Pupils will continue to own the copyright on any work published.
- Any photo or video uploaded to the internet by the school must not identify a pupil. Any such photos taken by staff or pupils should be uploaded (if necessary) to the school Drive folder for photos and should always be deleted from personal devices as soon as is practicable.
- Photograph size should be as small as possible (no bigger than 800x600 pixels).

- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Video and audio clips will not be password protected.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and do not use pupils' names in image file names or ALT tags if published on the web.
- Any photo or video uploaded to the internet by the school must not be copied or posted to any social media or other website or published in any way.

Email and Storage

- Students may use approved class email accounts under supervision by, or with permission, from a teacher.
- Teachers will have shared class folders, on Google Drive, where pupils can store their digital work, to save storage space on the iPads.
- Students will be explicitly taught how to log in/out of sites or apps through password encryptions, log in details or QR codes.
- 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.
- The school will never directly contact students outside of school times requesting personal information of children, their activities and/or password information. If this situation occurs, students are required to report this to their teacher.
- Children at the senior end will have access to G-Suite and the associated apps of calendar, classroom, docs and slides in and out of school for use on school associated tasks only.
-

Anti-Bullying

The School will ensure that staff and students know 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 and outside of school hours. This is in accordance with the school's Anti-Bullying Policy. Harassing, impersonating, outing, tricking, excluding, commenting, and cyber-stalking are some examples of cyberbullying.

Isolated incidents of intentional digital negative behaviour (SMS, WhatsApp or other social media posts), including offensive or hurtful messages or posts, may be shared and repeated

via social media. Such sharing may result in repetition of the original digital communication, meaning that it is repeated behaviour and may be dealt with, as appropriate, in accordance with the school's code of behaviour and Anti-Bullying Policy.

Students found to be engaging in any online activities intended to harm (physically, mentally or emotionally) another person, will be sanctioned in accordance with the Code of Behaviour and/or the Anti-Bullying policy.

Mobile Phones / Electronic Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, or any personal device, still or moving, is in direct breach of the school's Acceptable Use Policy.
- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing.

Staff

- The School's email systems are provided for school use. Reasonable personal use is permitted provided it is lawful, ethical and takes place during authorised breaks. The School reserves the right to monitor all e-mail to ensure compliance with policy. E-mail is not a secure method of communication.
- E-mail is admissible evidence in any legal proceedings and carries the same weight as a letter on school headed paper.
- School email accounts may not be used to register for online services such as social networking services, games and purchasing.
- Staff are not expected to communicate with parents (or pupils during a period of distance learning) outside of normal school hours.

Printing

- Printers are provided for educational use only. Staff should be selective about what is printed and should print in black and white as default, with colour only when necessary.
- Print only when necessary and only the necessary pages of a document.
- Double-sided printing is set as a default setting on all the printers to save paper.
- Use the photocopier function when producing a large number of copies.
- The area around printers should be kept clear and tidy.

Legislation

The school will provide information on request on the following legislation relating to the use of the internet which teachers, students, and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti Bullying Guidelines for Primary Schools (2013)
- General Data Protection Regulation (GDPR) May 2018

Data Protection Responsibilities

- Staff are personally responsible for ensuring the confidentiality of a student's personal data.
- Student information should be password protected on all digital sites. For example, ClassDojo, Databiz, and/or any other online portfolios or sites that require student information.
- Passwords associated with Tuam ETNS and its Databiz software should not be 'remembered' on any personal or classroom device.
- If student information is put onto a USB, the files on the USB must be encrypted.
- Staff should log off any workstation (CTRL+ALT+DEL) once finished.
- When communicating information about pupils, staff should use codes/abbreviations or numbers, rather than pupil names.
- Every effort should be made to not view information of staff or pupils in public (on public transport or in public places).
- If your job involves the processing of personal data (data that identifies a living individual), this must be done in accordance with General Data Protection Regulation (GDPR) May 2018.

Support Structures

- The strand unit of Media Education in SPHE is included in the whole school plan.
- Staff will undertake Continuous Professional Development (CPD) in relation to the AUP and internet safety.

- The school will inform students and parents of key support structures and organisations that deal with harmful use of the internet (Appendix 3).
- The school in conjunction with the PA will facilitate regular info sessions for pupils and families on acceptable internet usage covering several topics incl. cyber bullying, new apps, digital safety etc.

Sanctions

Misuse of the internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. At the request of the Board of Management or as needed, management of the School may pass on requested data to An Garda Síochána or other parties, as required by law.

Review

This policy was first drafted in May 2020 and will be updated in line with department guidelines.

Ratification

This policy will be available on the school website. This policy was ratified at Board of Management meeting on _____ 07-05-2020

Signed: _Tara Donnellon_

Signed: _Katy Kearaf_

Digital Rules in Tuam ETNS

1. Make sure your desk is clear of any food or drink before using a device.

2. Use the device **only as asked** to by your teacher.

3. If you see anything online that worries you, let your teacher know immediately.

4. If taking photos for a project, save only your best three. Delete anything else.

5. Leave all apps, folders and wallpapers unchanged.

6. Make sure you THINK about your online activities

T	True
H	Helpful
I	Inspiring
N	Necessary
K	Kind

The school recommends the following websites, which inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/
- National Parents Council Primary – www.npc.ie
- Common Sense Media- https://www.commonsense.org/education/