



Star of the Sea Primary School Acceptable Use Policy

Aim

The aim of this Acceptable Usage Policy is to ensure that pupils 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 representatives will revise the AUP as required. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

- Students will be taught about safe internet usage as part of the SPHE curriculum.
- Internet sessions will always be supervised by a teacher.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. At times, students may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.
- Children are not permitted during school time to access personal social media accounts or record/upload images, audio or video of other pupils or staff to these platforms.
- Videos taken in school for educational purposes, which may include images of children, remain the property of the school and consent will be sought prior to any sharing and/or publication on the internet.
- 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 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.



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- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

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 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.

Email

- Class email account is for parent- teacher communication. Pupils are not to send direct personal emails or enquiries to staff.
- Students, where applicable, will use approved class email accounts under supervision by and with permission from the class teacher for the purposes of submitting work.
- Senior students may be given an email address under Office 365 for school use e.g. access to Teams and SharePoint. All data in this email account belongs to the school and pupils must be aware that the email accounts will be regularly monitored for unusual activity, security and/or network management reasons.
- 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 will not reveal their own or other people's personal details, such as addresses or telephone numbers or photos.
- 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.
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- Internet chat is only permitted with specified people under the supervision of the teacher
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Internet

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, Padlet and Aladdin 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 Star of the Sea, form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services. Please refer also to our Communication Protocols while Remote Learning.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

- 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 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 the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it.



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School/Class websites

- 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/class' website
- The website(s) will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages and on our learning platforms
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. These will not be published on the school website without parental permission. Content focusing on individual students is not permitted. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school/class website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Zoom, Padlet, SeeSaw, Voice memos, Office 365. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous contact online. (Please see also our Communication Plan during School Closure)

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to put out any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
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- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another staff member and the parent must be present at the meeting.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from

a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Personal devices

The school does not at present allow pupil's personal devices in school. Pupils using their own technology in school without authorization are in direct breach of the school's Acceptable Use Policy, the Code of Behaviour and the Mobile Phone Policy

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 as per the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and Review

The policy was reviewed by the Board of Management on _____

It will be reviewed in 2024 or as the need presents.

Signed: _____

Chairperson, Board of Management