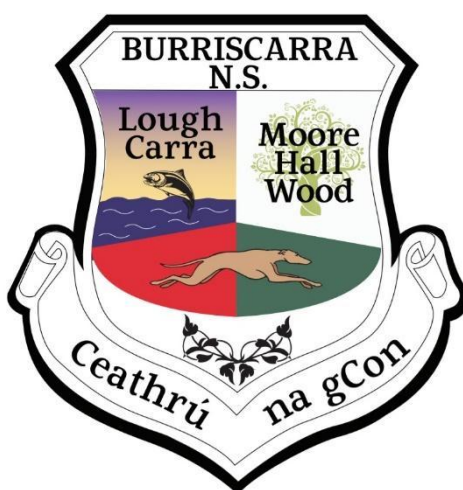# Acceptable Use Of Internet Policy (AUP)

**Burriscarra Primary School**

Carnacon,

Ballyglass,

Claremorris,

Co. Mayo.

Tel: 094 9360184

Roll No. 05756

Principal: An tuas James Rafter

Deputy Principal: Ms. Marie Hughes

## Introduction

Burriscarra NS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills. To that end, we provide access to ICT for pupil use. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner.

## Purpose

This AUP outlines the guidelines and behaviours that our students are expected to follow when using current and future school technologies. Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in the school's Code of Behaviour. This policy should therefore be read in conjunction with the school's Anti-Bullying Policy and Code of Behaviour.

## Scope

This policy has been drawn up to protect our pupils from the risks associated with the Internet while they are at school. Parents and Guardians are advised to monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

## School's Strategy

The internet and digital media can help our pupils learn, create, and communicate in ways that we would never have previously imagined. The online world is very much part of their lives, with technology embedded in many aspects of their lives. Digital literacy skills are key life skills for children and young people today. They need to know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise.

Burriscarra NS will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of the internet in the school. These strategies are as follows:

**General**

- Internet sessions will be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The Schools' Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, web hosting, and security services. These services are managed by the Schools Broadband Team which includes Professional Development Service for Teachers (PDST) Technology in Education working closely with the Department of Education and Skills (DES) and National Education and Research Network (HEAnet).
- The school will regularly monitor pupils' internet usage
- 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 CD-ROMS, memory sticks or other digital storage media in school requires a teacher's permission
- Pupils and staff will always observe good 'netiquette' (i.e. etiquette on the internet) and will not undertake any actions that may bring the school into disrepute
- Pupils will participate in lessons about the importance of internet safety. See www.webwise.ie

## Use of the Internet

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will use the internet for educational purposes only

- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of Burriscarra National School's Acceptable Use Policy.
- 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.

## Email

- Pupils are not allowed to access their personal email accounts in school
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

## On-line Educational Accounts

At different times, pupils will have access to a variety of online educational resources which they will need to have a personal account for.

- Pupils will not reveal their own or other pupil's personal log in details (usernames and passwords)
- Pupils may only access their own accounts

## Social Media

- Burriscarra NS uses Facebook to interact with the wider community and to highlight the variety of activities and initiatives our school is involved in
- Burriscarra NS will endeavour to use digital photographs of group activities. Content focusing on individual pupils will not be published on the school Facebook page

- Personal pupil information including home address and contact details will be omitted from school Facebook page

## Legislation

Burriscarra NS has identified the following pieces of legislation as being relevant to the use of the internet in an educational setting:

1. Data Protection (Amendment) Act 2003
2. Child Trafficking and Pornography Act 1998
3. Interception Act 1993
4. Video Recordings Act 1989
5. Data Protection Act 1988
6. Data Protection Act 2018
7. General Data Protection Regulation (GDPR) (2018)

## Distance Learning

In circumstances where it is necessary to use Distance Learning, the following measures will be in place for pupils:

**Junior Room**

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their class teacher and/or support teacher as appropriate. It can be used on a computer (PC) or tablet. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.

Pupils "show what they know" using photos, videos, drawings, text and links. It's simple to display pupil work in one place and share with parents, and nothing is shared without teacher approval.

Pupils receive a Home Learning Code and enter it when requested when they either open the seesaw app or download the webpage. Pupils only ever see their individual account and the teacher feedback provided. Pupils may only participate in Seesaw with parental consent.

<u>**Senior Room**</u>

Google Classroom will be used to remotely communicate with pupils in Senior classes. It is part of the G Suite range of tools and is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The main purpose of Google Classroom is to streamline the process of sharing files between teachers and pupils and to facilitate communication between teachers and pupils.

Google Classroom simplifies the distribution and collection process of pupil work. The teacher can compile a collection of documents, videos and resource links into an assignment. The pupils can view the document, edit the document, or receive a copy of the document. Google Classroom restricts participation in the environment to staff and pupils on the domain. Pupils and teachers are given a Google account login that is specific to the school's domain. Pupils and teachers need to be logged into and utilise their school account to participate in the Classroom environment. Pupils may only participate in Google Classroom with parental consent.

## Use of Mobile Phones

In exceptional circumstances, parents may apply in writing for permission for their child to bring a mobile phone to school. A form is provided for this purpose at the school office. No child may bring a mobile phone to school unless the Principal has given permission in writing. Pupils' phones must be switched off during the school day and not used on the school premises. Pupils are not permitted to use phones as cameras under any circumstances in school, on school trips or during extra-curricular activities.

## Support Structures

The school can inform (when requested) pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## Sanctions

- Some material available on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely foolproof.
- Procedures are in place should a pupil accidentally access inappropriate material and should a pupil deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- All of these sanctions are in line with Burriscarra NS's Code of Behaviour

## Agreement

We request that all parents sign the school's Acceptable Use Policy Permission Form on enrolment.

## Review

This policy will be reviewed at regular intervals.

## Ratification:

This school plan was ratified by the Board of Management on _____

Signed: _____          Signed: _____
     (Chairperson of Board of Management)                    (Principal)

**Date: _____**                              **Date: _____**

**Appendix 1**

<div align="center">

**ICT Acceptable Use Policy for Pupils**

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**Parent/Guardian Permission Form**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher.

**Name of Pupil: _____**

**Class**: _____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by Burriscarra NS to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph.**

**I do not accept the above paragraph**.

(Please tick as appropriate)

In relation to Burriscarra NS, I accept that, if the school considers it appropriate, my child's photograph in a group, may be chosen for inclusion on the school's Facebook page. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupil photographs on Burriscarra NS's Facebook page.

**I accept the above paragraph.**

**I do not accept the above paragraph**.

(Please tick as appropriate)

**I have read this document in detail and I have explained to my child about the importance of responsible internet usage at school.**

**Signature of Parent/Guardian: _____**

**Date: _____**

**I give consent for my child's name to be used in the setting up of usernames for educational websites and apps including Seesaw and G Suite for Education.**

☐ **I give consent**

☐ **I do not give consent**

## N.B. I understand that not giving consent will limit my child's use of educational technology in the classroom.