

## **Scoil Chaitríona Cailíní School Acceptable Use Policy (AUP)**

The aim of this Acceptable Use 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The Board of Management will review the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **Our School's Strategy**

The Internet and digital media can help our pupils learn, create and communicate in many innovative ways. The online world is very much part of their lives, our pupils are growing up with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and 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. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

### **Security Measures**

- Internet use by children in school will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.

- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the NCTE working closely with the Department of Education and Science and are coordinated and supported by the NCTE Service Desk, which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. [www.webwise.ie](http://www.webwise.ie))
- The school holds a Webwise day in mid-November each year when pupils are introduced to age appropriate lessons in relation to:
  - the safe use of the internet
  - how to protect their personal information and reputation on the internet
  - how to protect their personal information and reputation on social media platforms
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection measures 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.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will observe good "netiquette" (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

## **Use of the Internet**

- Students will use the Internet in school for educational purposes only.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Co-coordinator Mrs. Catherine Cline
- A list of appropriate websites will be made available to every teacher. Also a list of educational websites will be saved in the favourites folder on the school computers.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be familiar with copyright issues relating to online learning.
- 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.

## **iPads**

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.

- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

## **Email**

- In limited and strictly supervised situations such as communicating with other schools, students may use approved email accounts under direct supervision by the class teacher
- Students should not open emails if they do not recognise the sender
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Children are not allowed to access their own email accounts in school
- 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
- Students will note that sending and receiving email attachments will be done under the direct supervision of their teacher

## **Legislation**

Information is available on the Internet on the following legislation relating to 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
  
- General Data Protection Regulation (GDPR)
- Data Protection Act 2018

### **School Website**

- Pupils will be given the opportunity to publish work on the school website [www.scoilchaitríona.info](http://www.scoilchaitríona.info)
- Digital photographs of individual pupils will not be published on the school website. Photographs will focus on groups rather than individuals.
- Personal pupil's information (name, address etc) will be omitted from the school web pages.
- Pupils will continue to own copyright on any work published. The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.

### **Personal 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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.
- All personal devices are to be turned off during school hours.

### **Staff**

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.

## 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.
- From time to time parents will receive information and advice regarding Internet safety in the home.
- The school organises information talks for parents in relation to safe engagement with the internet and digital and social media platforms. We greatly encourage all parents to attend these talk to familiarise and update themselves with current best practice in relation to digital safety

## 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 child accidentally access inappropriate material and also should a child 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 our schools discipline policy.

The AUP Policy for Scoil Chairríona Cailíní was reviewed by the Board of Management in .....

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

## Permission Form

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Please review the schools Acceptable Use Policy then sign and return this permission form **only** to the class teacher.

### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care 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 the school 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 the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photos may be taken of children on school occasions and may be posted on our website.

I allow my child's photo to be used for the website

I do not allow my child's photo to be used for the school website

**Having read the terms of our school's acceptable use policy, you may like to take a moment to consider how the internet is used in your own home and see if there is any way that you could make it safer for your own family.**

## **Scoil Chaitríona Cailíní Policy on Pupil's use of Mobile Phones/Electronic devices**

### **Introductory Statement**

This policy was drawn up in response to technological advances, which have seen a significant increase in hand held electronic devices being used by our pupils in recent times. The school staff and the Board of Management have become increasingly concerned about the wellbeing, safety and protection of our pupils directly resulting from the presence of mobile phones in the school environs.

### **Rationale**

- Mobile phones and other electronic devices including “Smart” watches are intrusive in the school environment and are frequent causes of concern for the staff of our school and the parents and guardians of our pupils
- Strategies need to be in place to reduce the intrusiveness of unauthorized technology in a school situation
- Strategies need to be put in place to protect the privacy and wellbeing of our pupils and staff in the school environment

### **Relationship to School Ethos**

The use of mobile phones and other electronic devices contravenes the provision of a safe and secure school environment conducive to learning, a provision, which is central to the ethos of Scoil Chaitríona Cailíní

**Aim:** The aim of this policy is to reduce the impact, which electronic devices have on the health and wellbeing of our pupils while also optimising the protection of their personal safety while on the school premises.

### **Internal School Procedures**

*The following are the guidelines for mobile phone and electronic devices:*

“Smart” devices such as Smart watches and pens which have facility to take photographs, and/or make recordings and/or access the internet are not permitted in Scoil Chaitríona Cailíní

Pupils are not permitted to bring mobile phones to school unless their parents/guardian can supply the school with a specific reason why they need a phone travelling to and from school e.g if they take the bus or walk some distance home from school.

In this instance the parent must request permission for their child to bring their phone to school using the form below. If the circumstances which you outline are deemed to be acceptable your child's name will then be placed on a list, which



will be given to the class teacher. The teacher will use this list to collect the authorised phones each day. If your child is not added to the list you will be advised of the reason for this decision. If you are unhappy with the decision process, you can raise your concerns with the Board of Management.

Your child should turn their phone off when they reach the **school gate** each day

Your child should **hand the phone to the class teacher** when they reach the classroom

The phone should remain switched off until your child leaves the school premises

Children who need to contact home during school hours may do so through the school secretary using the school landline phone

Pupils are not allowed bring electronic games into school

### **Breaches of this policy**

- Pupils who ignore this policy and bring a mobile phone on school premises without prior agreed permission from the school or who use a mobile phone on school premises without permission will be required to hand over their phone to a member of the school team and parents will be asked to collect it from the school office. The same holds true for electronic games as they are not allowed.
- If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a teacher and parents will be asked to collect it from the school.
- Where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances.
- Pupils using mobile phones to bully other pupils or send offensive messages/calls will face disciplinary actions as per the school Code of Behaviour.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As with all such incidents, the school may consider it appropriate to involve the Gardaí.
- The school will incorporate this policy in the school's discipline policy and will treat breaches as they would treat any other breach of school discipline.

### **Lost, stolen or damaged phones/electronic games**

- The school and Board of Management accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for pupils/parents.

- The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to a member of the school team.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones
- Pupils must keep their password/pin numbers confidential. Mobile phone and/or passwords should not be shared.
- The school and Board of Management accepts no responsibility for replacing lost, stolen or damaged electronic games as they are not allowed on the premises.

### **Roles and Responsibilities**

All the school team share in the co-ordination and implementation of this policy.

### **Evaluation**

This policy is monitored on an ongoing basis and amendments added as new technology comes on stream.

## Permission Form

Child's name: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

I accept the conditions outlined in Scoil Chaitríona Cailíní Policy on Pupil's use of Mobile Phones/Electronic devices

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

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

I request that my child (name) \_\_\_\_\_ is granted permission to have a mobile phone in school for the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that the school and Board of Management are not responsible for repairing or replacing my child's mobile phone if it is lost damaged or stolen in school or while travelling to or from school

I agree that my child's phone may be held in the school office until I call to collect it if they have it turned on or use it use it without permission on the school premises

**Ratification**

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

(Principal)

Signed: \_\_\_\_\_  
(Chairperson of Board of Management)

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

Date of next review: \_\_\_\_\_