

Castleblakeney National School

Castleblakeney, Ballinasloe, Co. Galway Tel. No. 090 9678433 U.R. 164641

Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

This policy refers to internet use, smart devices and any other technologies accessible in Castleblakeney N.S..

This AUP should be read carefully to ensure that the conditions of use are accepted and understood. You must sign the relevant section of our permissions form to show you have read, understood and accepted the terms and conditions of this policy.

School 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

1. Internet sessions will always be supervised by a teacher.
2. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor students' Internet usage.
4. Students, teachers and SNAs will participate in training in the area of Internet safety provided by the school.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
8. In the interests of child protection Castleblakeney N.S. will avoid publishing any name of individuals in video or photograph captions published online

World Wide Web:

9. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
10. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
11. Students will use the Internet for educational purposes only.
12. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
13. Students will never disclose or publicise personal information.
14. Personal web pages, blogs or social networking sites may not be accessed while in school.
15. Students will not disclose or publicise personal or confidential information, for example, classmates 'home addresses, telephone numbers, name and location of their school.

16. Students will not examine, change or use another person's files, username or passwords.
17. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
18. 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.
19. YouTube will only be used for educational purposes and may not be used unsupervised.
Any student accessing YouTube unsupervised is in direct breach of this policy.
20. Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to any objectionable or inappropriate materials.

Email

21. Web based email accounts such as gmail or hotmail etc are not permitted for pupil use.
22. If deemed necessary parents may send a child's work via e-mail however the email account must be in the name of the parent and NOT the child..
23. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education.

Communication Technologies	Allowed	Allowed at certain times	Allowed with staff permission	Not Allowed
Mobile phones may be brought to school				✓
Use of mobile phones in lessons				✓
Use of mobile phones in social time				✓
Taking photos on mobile phones				✓
Taking photos on school i-pads or other camera devices			✓	
Use of personal email addresses in school, or on school network				✓

Use of school email for personal email				✓
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Social Media

24. Use of any social media by a pupil on any device is strictly prohibited without prior consent of a teacher.

School Website

25. Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with the approval process regarding the content that can be loaded to the school's website.

26. The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

27. The publication of student work will be coordinated by a teacher.

28. Personal student information including home address and contact details will be omitted from school web pages.

29. In the interests of child protection, Castleblakeney N.S. will avoid publishing names of individuals in video or photograph captions.

30. The school will ensure that the images files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.

31. Students will continue to own copyright on any work published.

32. Teachers have full editorial rights over the school website. Students will not have access to relevant passwords

Personal Devices

33. Students are not permitted to bring personal devices to school without permission from the Board of Management. This includes any device capable of recording images, audio or videos. Current examples being mobile phones, smart watches, handheld consoles and tablets.

34. Parents and guardians may request in writing if they deem it necessary for their child to have a personal device in school. The Board of Management will consider each case individually. Should the Board consider it necessary for a child to have a personal device in their possession coming to school then this device must always be switched off. Furthermore, the device must be handed to the class teacher for safe-keeping until school finishes at 2.30 p.m.

Students who bring technology to school without having sought prior permission from B.O.M. and engage in prohibited activities such as but not limited to leaving a mobile phone turned on or using it in class , recording audio, sending text messages, or the unauthorized taking of images using any form of technology, still or moving is in direct breach of the school's acceptable use policy. Should this breach occur the device will be stored by the class teacher for safekeeping until hometime. The parents will be informed that a breach of our AUP has occurred.

If the student breaches this section of our AUP a second time, the parents of the student will be contacted and requested to come to the school to collect the device.

Staff and Personal Devices

1. School devices for taking photos/videos are available for staff to use to record events.
2. Staff may use personal devices to take photographs and videos for educational purposes such as but not limited to uploading to the school website or sharing with school and local social media.
3. Staff must never share photographs or videos for any other purpose without express permission from school management.
4. Staff should endeavour to remove school photographs or videos from personal devices in a timely manner by saving them to school storage such as the school website or drive storage for historical purposes.

Watches:

The wearing of smart watches in school is prohibited. The wearing of fitbit type devices that DO NOT have audio and video recording capabilities is permitted.

Castleblakeney N.S. Owned Mobile Devices

Castleblakeney N.S. may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same acceptable use policies, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored. This in line with and in addition to our Assistive Technology Policy.

I Pads (and Tablets):

35. Teachers will be in charge of downloading appropriate apps and no child should attempt to do so. App stores should be password protected.
36. Students are strictly prohibited from inappropriate use of the camera on the i Pad. No video, image or audio recording are to be taken unless specified and monitored by a teacher. Breaching this rule is a serious disciplinary offence which will be addressed by the class teacher in keeping with the sanctions section of this policy and the Code of Behaviour.
37. Students are responsible for the safety and protection of the iPad while using it and must ensure that it is kept away from liquids or likely damage.
38. iPads are only to be used for educational use and in adherence with this acceptable use policy and as directed by the teacher and/or SNA.
39. Only the apps specified by the teacher or SNA are to be open during class periods.
40. Students should close all apps at the end of each class.
41. Students may not use the iPad to communicate with each other during the class unless requested to do so by the teacher.
42. Audio output from your iPad is only permissible when requested by the teacher or SNA.

Direct Communication Using Internet

The school may make use of a number of digital learning platforms for classroom and pupil communication. Examples include Google Classroom and SeeSaw. Parental permission is sought in advance of setting up these platforms. The staff member invites pupils and their families to these platforms using a code provided to the parents.

Parents/guardians must also agree to monitor their child's participation in any communication conducted on these platforms. It is the responsibility of the parent/guardians to insure that all communication from the pupil is appropriate.

In the event of a long term school closure Castleblakeney N.S. may engage in synchronous video opportunities whereby a staff member speaks directly to the students live, for example, through a webinar or online meeting. This is subject to the school's Guidelines for Distance Learning and Department of Education Circular 74/20.

Parents/Guardians, Visitors and Others

Should visitors require access to the school Wi-Fi, they must first seek permission from a member of staff. Visitors must ensure that all content that they access on the internet while in our school is appropriate and in line with the ethos of our school.

Adults are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member/s. Visitors must also be vigilant in terms of child protection with regards to recording children in the school. Visitors must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

Newspapers and media organisations are permitted to take photographs, audio and video of children for their respective organisations. However, if there are children opted out from appearing in the media (see permissions forms) they cannot be recorded or their image must be made unidentifiable.

Legislation

The school can provide information on the following legislation relating to use of the Internet which teachers, SNAs, students and parents should familiarize themselves with:

43. General Data Protection Regulation EU 2016/679
44. Data Protection (Amendment) Act 2003
45. Child Trafficking and Pornography Act 1998
46. Interception Act 1993
47. Video Recording Act 1989
48. The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet.

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 you could make it safer for your own family.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access to privileges and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

This is in line with and in addition to our Code of Behaviour.

Review

The policy was reviewed in February 2022 and ratified by the Board of Management in March 2022.

Ratified by the Board of Management

Signed: Mr. Martin Giblin Chairperson Board of Management

Date: March 2022

Signed: Anna Maher

Principal

Date: March 2022