



**Digital Technologies
Acceptable Usage Policy (AUP)
June 2020**

Introductory Statement

This policy updates the previous AUP policy (November 2019) to reflect the current situation which involves Distance Learning. It was drafted by the Digital Learning Framework Team in consultation with school staff, a representative group of parents and pupils and input from the BOM.

The provision of Digital Technologies resources and access to the Internet supports teaching, learning and assessment in St. Patrick's N.S., with rights and responsibilities for all users.

The aim of the policy is to give guidance and direction for the acceptable use of Digital Technology for teaching and learning and communication as appropriate for all members of the school community. It is envisaged that the DLF committee together with pupils, parents, staff and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils benefit from learning opportunities offered by the school's ICT resources including the Internet, in a safe and effective manner. Internet use and access is considered a school resource and privilege.

When using Digital Technology in St. Patrick's N.S. all members of the school community are expected;

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat other users with respect at all times.
- To respect the right to privacy of all members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviour or misuse digital technology resources in a manner that would bring the school into disrepute.
- Not to use email, social networking, instant messaging, or other communication apps or tools, for purposes other than those explicitly authorised.

School's Strategy

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

- Filtering software is used in order to minimise the risk of exposure to inappropriate material as per the Professional Development Service for Teachers (PDST) guidelines. (Level 5-Content Filtering-Schools Broadband Services).
- Youtube and other specific sites have been disabled on iPads through Mosyle (iPad management system) .
- Virus protection software is used and updated on a regular basis. Uploading and downloading of non-approved software is not permitted.
- Teachers are provided with training in the area of Internet safety, online communication and digital technologies.
- Pupils are educated in the area of Internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe lessons and Webwise lessons.
- Internet sessions are always supervised by a teacher or SNA. Apple/Google Classroom or other apps may be used to manage pupil devices when available.
- Workshops such as *Don't Be Mean Behind Your Screen* are facilitated in the school to guide parents and pupils with regard to safe use of technology every second year for senior classes.
- Safer Internet Day is acknowledged throughout the school each year.
- Pupils and their parents must sign a contract agreeing to the terms and conditions of the school's AUP in order to be allowed access to digital devices in school.

Searching online

- Students use the Internet for educational purposes only as directed by their teacher.
- Students do not disclose or publicise personal information.
- Students will not log into another person's account.
- Downloading, accessing or searching for materials or images not relevant to their studies is not permitted.
- Children are only permitted to access sites authorised by the supervising teacher.
- Students are not permitted to intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise inappropriate materials.

- Students are expected to report accidental access to inappropriate materials immediately to the class teacher or teacher working with the class.

School Website

- Pupils may be afforded the opportunity to publish projects, artwork or school work on the World Wide Web via the school's website.
- The publication of student work is coordinated by a teacher.
- The school uses digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- The school website will not publish the names of individuals in a photograph.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Distance Learning and Online Behaviour

- Seesaw is currently being used as our Distance Learning Platform. Parental permission is sought through Aladdin Connect.
- Google Meet and Zoom App are used for Staff meetings, BOM meetings, Committee meetings and Information meetings/Webinars for parents. Best Practice security procedures are followed. (See Appendix 1)
- Students may use approved class Google accounts under parental supervision or with permission from a teacher. (These accounts have limited privileges which do not allow email.)
- Children may have access to online educational programmes for use in school and at home as part of their Digital Homework.
- Students are asked not to reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or social media contacts.
- Students must not post or share personal information about pupils, staff or other members of the St. Patrick's community on social media.
- Students must not use social media or the Internet in any way to harass, insult or abuse other individuals. This applies to online communication both inside and outside school.
- Students may not seek to connect with or "Friend Request" any member of school staff using any social media facility.
- Students may not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- The use of all instant messaging services or apps by pupils is strictly forbidden in school or on any school device.
- Cyberbullying: the school adheres to the DES Procedures for Anti-bullying for Primary and Post Primary Schools definition of bullying 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. Additionally the posting of an offensive comment online is considered as cyberbullying due to the potential to be circulated to many users. Incidents of cyberbullying will be dealt with under the St Patrick's anti-bullying policy.

- Critical Incidents: As per the school's Critical Incident Management Policy, in the event of a critical incident in St.Patrick's all pupils and staff will be expected to abide by this AUP.

Staying Safe in the Distance Learning Environment

- It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at <https://www.webwise.ie/> to support teachers, parents and students. Schools should also ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.
- Principals and teachers should keep personal data safe when working from home and follow the data protection policy around the use of email in their school.
- All staff have been advised to log out of school related websites or Apps after use. All staff have been instructed not to save passwords on devices for any websites/apps which may contain sensitive information.
- Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing.

Video conferencing with students

- If it is deemed appropriate for a teacher, SNA or other staff member to video call a student, consent needs to be sought from parents through Aladdin Connect Permissions. The School's Code of Behaviour and this AUP apply during all meetings.
- A staff member of St.Patrick's NS will host the meeting inviting the pupil and his/her parent/guardian. The host will immediately end any meeting where breaches of the Code of Behaviour or the AUP occur.

Managing the Organisation during school closure

- School management and staff use Aladdin connect, the school email and the school website to communicate with parents/guardians during school closure. Parents can contact staff members via the school email (info@stpatricksns.ie) and mails are forwarded to the relevant person.

- Staff meetings and Board of Management meetings are held on secure video conference platforms such as Google Meet or Zoom Meetings.

Personal Devices

Smart watches with messaging functions or games are not permitted in school.
Please refer to Mobile Phone Policy

Sanctions

Misuse of ICT and the Internet will result in disciplinary action in line with our school's Code Of Behaviour, Anti Bullying Policy and Mobile Phone Policy. The school reserves the right to report any illegal activities to the appropriate authorities.

Legislation

_This policy is set out in accordance with the provisions of the :-

- Data Protection Act (GDPR) 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

AUP Ratified by Board Of Management June 2020

Signed:



John Conway, Chairperson BOM



Mary Power, School Principal

Appendix 1

Best Practice protocols for online meetings.

Invitations with link/meeting ID and Passwords are sent to relevant participants only and must not be shared with others.

All available security settings are enabled e.g. waiting room / screen sharing. Participants must use their real names when attending a meeting for identification purposes.

Participants are asked to dress appropriately.

Participants are not permitted to record the screen, sound or any part of a meeting, presentation or webinar without the consent of all involved.

Participants will be informed of any incidence where school management is recording a meeting and the purpose of the recording will be outlined. (eg To facilitate those unable to attend at a particular time - 6th class Graduation/Junior Infant Parent Information evening).

In large meetings, all attendees will be muted and cameras of attendees disabled. Larger meetings will have more than one Host/Co-host to manage Waiting Room + Q&A.

The Q&A facility may be used where appropriate.

The school management reserves the right at all times to remove an attendee from a meeting if the behaviour of an attendee is deemed inappropriate or in breach of the AUP.

In any incidence where children are attending a 'meeting', a parent/guardian must give permission for the child to attend and/or be present at the start of the meeting. The host is the last to leave the meeting and will 'End Meeting'.



Please review the school Internet and Digital Technologies Acceptable Use Policy, available on the school website www.stpatricksns.ie and respond to the Aladdin Connect Permission.

This Aladdin Connect Permission link will read:

As the parent or legal guardian of the above student, I have read the Digital Technologies Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet at school. I understand that Internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety and that the school cannot be held responsible if students access unsuitable websites.

My child and I agree to follow the school's Internet and Digital Technologies Acceptable Use Policy. We agree to use the Internet and technology in a responsible way and follow all the rules explained to me in school.

I accept the above paragraph I decline the above paragraph