



**Pelletstown Educate Together National School**

**Acceptable Usage Policy (AUP)**

**October 2020**

This policy has been formulated by Pelletstown ETNS to assist staff, pupils and parents in making informed decisions in relation to the safe and practical use of technology in education.

### Aims

The aims of this AUP are to;

- Ensure that pupils will benefit from learning opportunities offered by the school's internet resources, in a safe and effective manner.
- Promote the beneficial, professional, ethical, lawful and productive use of the schools IT systems and to define and prohibit unacceptable use of the IT systems.
- Educate users about their IT security responsibilities.
- Promote practices to ensure appropriate confidentiality and non-disclosure of the school's sensitive information.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour, will be imposed.

It is envisaged that the Board of Management and Parent-Teacher Association representatives will review the AUP regularly. Before enrolling in our school, the AUP should be read carefully to ensure that the conditions of use are accepted and understood by parents and pupils. The policies outlined in this document are intended to cover all online technologies and digital learning used in the school, not just those specifically mentioned. It is assumed that parents and carers accept the terms of the AUP unless the school is specifically notified.

This AUP was revised in March 2020.

### General

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' internet usage.
- Uploading and downloading of non-approved software is not permitted.
- Pupils will not be permitted to download programs or apps on school laptops/ipads, staff laptops or other forms of technology.
- Staff requests for app downloads should be made to the ICT Committee. All approved downloads will be carried out by the ICT Committee.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school will use NCCA approved filters as part of the school's firewall systems.

- Students and teachers will be provided with training in the area of internet safety. Internet safety resources from *webwise.ie*, *My Selfie and the Wider World* and *HTML Heroes* will be taught as part of SPHE to 1st - 6th classes (Appendix 1).

### Online Etiquette

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Parents and carers should be aware of our Anti-Bullying Policy in terms of how it relates to social media.
- Students should never post anything online that they wouldn't wish their grandparents, parents/guardians or teachers to see.
- Before posting a digital comment or message, pupils will be taught to THINK (to consider if it is True, Helpful, Inspiring, Necessary and Kind).

### Internet

- Students will not intentionally visit websites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not be permitted to access or use social media sites or apps on individual devices in school. Some social media sites may be used by teachers on classroom desktops as a learning tool; however, all interactions will be under the supervision of the teacher.
- If students see a message, comment, image, or anything else online that is concerning or inappropriate, it should be brought to the immediate attention of their class teacher.
- Students will use the internet for educational purposes, as directed by teachers, during class time.
- During 'Golden Time', pupils may be allowed to use the internet. This will be at the discretion of the teacher. However, all activities will be monitored by the class teacher.
- Students will never disclose or publicise personal information online.
- Downloading materials or images not relevant to their studies will be in direct breach of the school's Acceptable Usage Policy.
- Students will be taught to research correctly, to check sources and to present research without plagiarism and copyright infringement.
- Students should not use chat rooms, discussion forums, messaging or other electronic communication forums.
- Students may be able to download file types, such as images or videos, PDFs, MS Office Documents, etc. when specifically requested to by the teacher. For the security of our network, such files should only be downloaded from reputable sites, and only for educational purposes.
- Students will follow each classroom's Digital Rules poster (Appendix 2). If the rules are

broken, internet and device privileges will be removed, to be returned at the discretion of the teacher.

### Communications and Social Media

The internet has become a two-way communication system for the school and the wider community. Services such as e-mail, Twitter, Facebook, and other social media channels are used by the school to communicate with parents and government agencies such as the PDST or the NCCA.

These services, although not owned by Pelletstown Educate Together NS, form part of our web services and all content that is placed on these services fall under this policy.

The following rules will apply to children and parents:

- The use of instant messaging services and apps including Snapchat, WhatsApp, GChat, etc. is strictly prohibited on the School network and in school (See Mobile Phone Policy).
- All online messages and comments, including emails, to the school should be respectful. Any messages written on social media will be treated in the same way as written messages to the school.
- Negative conversations about children, staff or parents should be avoided on social media accounts. If such comments are encountered, they should be reported to a member of staff. The school may follow the Code of Behaviour or Anti-Bullying policy, as a result.
- Parents and children should not request to "friend", "follow", "add" or "tag" a member of staff in the school on social networks.. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore social network requests.
- Advertisements should not be added to any of our social media channels, without prior permission from the principal.
- Failure to keep the above rules will result in a permanent ban on our social media accounts.

### School Website and Social Media

Please note that the following points apply to the school website and social media profiles, including but not limited to Facebook, Twitter, YouTube, and Google+.

- 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's website and other platforms.
- The publication of student's work will be coordinated by a teacher.

- Personal pupil information including home address and contact details will be omitted from school web pages and platforms.
- Pupils will continue to own the copyright on any work published.
- Any photo or video uploaded to the internet by the school must contain a minimum of 3 unnamed pupils. Any such photos taken by staff or pupils should be uploaded (if necessary) to the school Drive folder for photos and should always be deleted from personal devices as soon as is practicable.
- Photograph size should be as small as possible (no bigger than 800x600 pixels).
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Video and audio clips will not be password protected.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and do not use pupils' names in image file names or ALT tags if published on the web.

### Email and Storage

- Students may use approved class email accounts under supervision by, or with permission, from a teacher.
- Teachers will have shared class folders, on Google Drive, where pupils can store their digital work, to save storage space on the iPads. These will be shared via a 'PETNS Share' account on Gmail, with a shareable link.
- Students will be explicitly taught how to log in/out of sites or apps through password encryptions, log in details or QR codes.
- 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.
- The school will never directly contact students outside of school times requesting personal information of children, their activities and/or password information. If this situation occurs, students are required to report this to their teacher.
- Any class e-mail accounts will be filtered using the G-Suite tools. Settings should be amended, so that e-mail copies are sent directly to the class teacher's email account for monitoring and recording. Students will be informed of this arrangement.

### Anti-Bullying

The School will ensure that staff and students know that bullying is defined 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 and outside of school hours. This is in accordance with the school's Anti-Bullying Policy. Harassing, impersonating, outing, tricking, excluding, commenting, and cyber-stalking are some examples of cyberbullying.

Isolated incidents of intentional digital negative behaviour (SMS, WhatsApp or other social media posts), including offensive or hurtful messages or posts, may be shared and repeated via social media. Such sharing may result in repetition of the original digital communication, meaning that it is repeated behaviour and may be dealt with, as appropriate, in accordance with the school's code of behaviour and Anti-Bullying Policy.

Students found to be engaging in any online activities intended to harm (physically, mentally or emotionally) another person, will be sanctioned in accordance with the Code of Behaviour and/or the Anti-Bullying policy.

### Mobile Phones / Electronic 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 unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's Acceptable Use Policy.
- Please see the Mobile Phone Policy and Code of Behaviour for further information.

### Staff

- The School's e-mail systems are provided for school use. Reasonable personal use is permitted provided it is lawful, ethical and takes place during authorised breaks. The School reserves the right to monitor all e-mail to ensure compliance with policy. E-mail is not a secure method of communication.
- E-mail is admissible evidence in any legal proceedings and carries the same weight as a letter on school headed paper.
- School email accounts may not be used to register for online services such as social networking services, games and purchasing.

### Printing

- Printers are provided for educational use only. Staff should be selective about what is printed and should print in black and white as default, with colour only when necessary.
- Print only when necessary and only the necessary pages of a document.
- Double-sided printing is set as a default setting on all the printers to save paper.
- Use the photocopier function when producing a large number of copies.
- The area around printers should be kept clear and tidy.

### Legislation

The school will provide information on the following legislation relating to the 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
- The Data Protection Act 1988
- Anti Bullying Guidelines for Primary Schools (2013)
- General Data Protection Regulation (GDPR) May 2018

### Data Protection Responsibilities

- Staff are personally responsible for ensuring the confidentiality of a student's personal data.
- Student information should be password protected on all digital sites. For example, ClassDojo, Aladdin, and/or any other online portfolios or sites that require student information.
- Passwords associated with Pelletstown ETNS, its email system and its Aladdin software should not be 'remembered' on any personal or classroom device.
- If student information is put onto a USB, the files on the USB must be encrypted.
- Staff should log off any workstation (CTRL+ALT+DEL) once finished.
- When communicating information about pupils, staff should use codes/abbreviations or numbers, rather than pupil names.
- Every effort should be made to not view information of staff or pupils in public (on public transport or in public places).
- If your job involves the processing of personal data (data that identifies a living individual), this must be done in accordance with General Data Protection Regulation (GDPR) May 2018.

### Support Structures

- The strand unit of Media Education in SPHE will focus on internet safety during May and June.
- Staff will undertake Continuous Professional Development (CPD) in relation to the AUP and internet safety.
- The school will inform students and parents of key support structures and organisations that deal with harmful use of the internet (Appendix 3).

### Sanctions

Misuse of the internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. At the request of the Board of Management or as needed, management of the School may pass on requested data to An Garda Síochána or other parties, as required by law.

### Review

This policy was first drafted in March 2020 and will be updated in line with Department of Education and Science guidelines.

### Ratification

This plan will be presented to the Board of Management for ratification. It will then be presented to the parent body through the parents' policy folder which is located at the entrance of the school and displayed on the school website.

This policy was ratified at a Board of Management meeting on \_\_\_\_\_

**Signed:**

**Date:**

\_\_\_\_\_  
(Eric Young - Chairperson of BOM)

19<sup>th</sup> October

\_\_\_\_\_  
(Siobhán Maguire - Acting Principal)

19<sup>th</sup> October



## Appendix 1

### Internet Safety Lessons

(Delivered as part of the school SPHE programme in May and June)

<b>Class</b>	<b>Lessons</b>
<b>1st/2nd Class</b>	Chapters 2, 3, 4 of <i>Webwise Primary Teachers' Handbook</i> <a href="https://www.webwise.ie/webwise-primary-teachers-handbook-resources/">https://www.webwise.ie/webwise-primary-teachers-handbook-resources/</a>
<b>3rd Class</b>	Lessons 1-4 of <i>HTML Heroes</i> <a href="https://www.webwise.ie/html-heroes/">https://www.webwise.ie/html-heroes/</a>  <b>Optional additional materials:</b> Chapters 6 and 7 of <i>Webwise Primary Teachers' Handbook</i> <a href="https://www.webwise.ie/webwise-primary-teachers-handbook-resources/">https://www.webwise.ie/webwise-primary-teachers-handbook-resources/</a>
<b>4th Class</b>	Lessons 5-8 of <i>HTML Heroes</i> <a href="https://www.webwise.ie/html-heroes/">https://www.webwise.ie/html-heroes/</a>  <b>Optional additional materials:</b> Chapters 8 and 9 of <i>Webwise Primary Teachers' Handbook</i> <a href="https://www.webwise.ie/webwise-primary-teachers-handbook-resources/">https://www.webwise.ie/webwise-primary-teachers-handbook-resources/</a>
<b>5th Class</b>	Lessons 1-3 of <i>MySelfie and the Wider World</i> <a href="https://www.webwise.ie/myselfie-wider-world/">https://www.webwise.ie/myselfie-wider-world/</a>  <b>Optional additional materials:</b> Revisit Chapters 6-8 of <i>Webwise Primary Teachers' Handbook</i> , this time using differentiated activities for senior classes. <a href="https://www.webwise.ie/webwise-primary-teachers-handbook-resources/">https://www.webwise.ie/webwise-primary-teachers-handbook-resources/</a>
<b>6th Class</b>	Lessons 4 and 5 of <i>MySelfie and the Wider World</i> <a href="https://www.webwise.ie/myselfie-wider-world/">https://www.webwise.ie/myselfie-wider-world/</a>  <b>Optional additional materials:</b> Revisit Chapters 9 and 10 of <i>Webwise Primary Teachers' Handbook</i> , this time using differentiated activities for senior classes. <a href="https://www.webwise.ie/webwise-primary-teachers-handbook-resources/">https://www.webwise.ie/webwise-primary-teachers-handbook-resources/</a>

## Appendix 2

### Digital Rules in PETNS

1. Make sure your desk is clear of any food or drink before using a device.
2. Use the device **only as asked** to by your teacher.
3. If you see anything online that worries you, let your teacher know immediately.
4. If taking photos for a project, save only your best three. Delete anything else.
5. Leave all apps, folders and wallpapers unchanged.

### Appendix 3

The school recommends the following websites, which inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>
- National Parents Council Primary - [www.npc.ie](http://www.npc.ie)
- Webwise Internet Safety- <https://www.webwise.ie/>
- Common Sense Media- <https://www.commonsense.org/education/>