

# St. Raphaela's Primary School



## Acceptable Use Policy

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## **1. Rationale**

In St. Raphaela's, students, staff and parents are encouraged to utilise the electronic resources and technology available within our school to enhance the administrative, teaching and learning opportunities for students and staff. All such usage should apply directly to school administration and to the implementation of the school curriculum., and should be carried out within the guidelines set forth in the Acceptable Use Policy.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet and home-schooling 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The AUP is part of the school's ICT policy and will relate to other policies including those for behaviour and SPHE.

It is envisaged that school staff, pupils and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

## **2. School Strategies to maximise learning opportunities and reduce risk related to the internet.**

St. Raphaela's Primary School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### **2.1 General School Responsibilities:**

- Internet sessions will always be supervised by a Teacher in school and monitored by parents during home learning activities.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. We have current access to Broadband from the NCTE.
- The Class Teacher will monitor pupils' Internet usage and select class and age appropriate material for home learning activities.
- Students and Teachers will continue with training in the area of Internet safety and remote learning. Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis. All laptops and iPads that the students access in the school have current ESET Endpoint Antivirus.
- The use of personal memory sticks, Dropbox or Cloud Storage in school requires the Class Teacher's permission.
- Students will observe good 'netiquette' (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring St. Raphaela's Primary School into disrepute.
- All parties; i.e. parents, Teachers, staff and students, will be requested to adhere to the AUP of the school.
- Each class level will complete WebWise programme for Internet Safety each year during Internet Safety Week.
- Guest Speakers from organisations may give Internet Safety talks to pupils and Parents e.g. Zeeko or Garda Siochana.

- The school adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of bullying as being any 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 its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the school's Anti-Bullying Policy.

## **2.2 Student Responsibilities in School**

- Students will use the Internet and our home learning platform on Seesaw for educational purposes only.
- Students will not intentionally visit Internet sites that contain harmful, obscene, illegal, hateful or other types of objectionable material. 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. Or in the case of during a home learning activity the student will immediately exit the page and report the incident to a parent or guardian in the household.
- The Teacher should report the incident to the ICT Co-coordinator who will then inform the Schools' Broadband service.
- Lists of appropriate websites are available on an ongoing basis to school personnel.
- Pupils will not engage in communication that would hurt, embarrass, threaten or insult others.
- Pupils are encouraged to report any alleged incidence of 'cyber bullying' directly related to the school to the class Teacher.
- Students will never disclose nor publicise confidential personal information.
- Downloading materials or images that are not relevant to their studies is in direct breach of the school's AUP.
- Students will be aware that all Internet use may be monitored by their Teacher – for security, unusual activity and network management reasons.
- The use of CD's, USB keys in school requires a Teacher's permission.
- Pupils are expected to respect computers, hardware and software and not to intentionally waste limited resources in school such as paper and ink.
- No additional software / apps may be installed without the Teacher's permission.

## **2.3 Parent Responsibilities**

- Parents are expected to promote the safe use of the Internet in the home and to support the school's policy regarding children's use of Seesaw, Mobile Phone and Personal Devices.
- Seesaw takes privacy seriously and ensures all data is safe and secure. Student work comes to the class Teacher for approval and families only see their own student's work.
- Parents are encouraged to monitor their child's internet usage and time spent interacting on Seesaw to ensure students are not exposed to too much screen time.
- Parents are asked to be mindful of the needs of others in relation to school photography. It is not appropriate to take photos, video recordings or audio recordings on the school premises (including classrooms) without prior permission from the school. This is in the interest of the safety and wellbeing of all.
- It is understandable that, for personal and private use, parents and family members may wish to take photographs or video recordings at official school events i.e. class plays, school graduation masses,

sacrament celebrations and official sporting events. However, it is not appropriate to upload photographs/videos/audio material taken at school events and containing pictures/recordings of persons other than parents' own children to social media such as Facebook, Twitter , WhatsApp etc. without the prior consent of those persons/those persons' parents (if children).

## **2.4 Staff Responsibilities**

- Staff will follow the guidelines set forth in this AUP.
- Staff will familiarise themselves with SeeSaw and how to facilitate remote learning effectively.
- Supervise pupil internet use within the classroom.
- Model and provide instruction in the ethical and appropriate use of technology in a school setting.
- Ensure all students have signed an AUP permission form before allowing them to access the internet.
- Keep the user password to their Teacher Laptop, Aladdin Login and the School Website secure and confidential.
- Not transmit, request or receive materials inconsistent with the mission and values of St. Raphaela's primary school.
- Staff will update the school office with their email preferences for use during term time.
- Email communications via school email should be in line with school policies and professional standards of the Teaching Council.
- Staff will have access to a school designated email address, this will be available to parents to engage with staff members during school closures. Outside of school closure periods, contact with staff members should be made through the school office (unless otherwise decided by individual staff members)
- Incidental personal use of school laptops is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

## **3. Use of the Internet**

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 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.
- Students will be taught appropriate use of the internet, using [www.webwise.ie](http://www.webwise.ie) teaching materials.

### **3.1 Email Communications**

#### ***Pupils do not have a designated school email account.***

- Where pupils are required, as part of a lesson or project, to send an email from school, they will do so through the Class Teacher's account or that of the School Secretary (under Teacher's supervision). Children's personal emails will not be utilised during the school day.
- Incoming mail to students (received by the Class Teacher or School office) may be opened by a Teacher and will not be considered private.
- Pupils will never disclose any personal information about themselves or others, such as addresses, telephone numbers, emails or home addresses.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums (e.g. Twitter , Blogging) that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

#### ***All Staff Members have a designated school email account.***

- Staff members (Permanent, Tmporary and Non-Casual Substitute member of staff) have an email account assigned to them.
- School email addresses are available to Staff Members as a means for allowing them to separate professional and personal communications.
- Staff members (as part of the contact update forms for staff members) are asked to designate a work email address to receive email communications from School. If there are changes to staff preferences, they should contact the School Office and Principal (separately) in order to update these preferences.
- Work emails should be checked regularly. Emails from the school to staff members will generally be distributed between 8 and 4 on work days – though exceptional cases may arise.
- School email addresses are available to parents during times of Blended Learning. This will be communicated to parents. At all other times, parents should contact Staff Members through the school office. Teachers should share this communication with parents through email also.

### **3.2 SeeSaw for Blended Learning (during school building closures)**

- Seesaw is designed to be a safe place for students to document their learning, so that parents/guardians and Teachers supervise and control how information is shared.
- The school, in designating SeeSaw as the selected blended learning platform, will engage parental consent through sign up. Parents will sign up to SeeSaw using their email address.
- Student work is private to the classroom by default.
- SeeSaw is a service designed for educational use, that is compliant with best practices to protect students and Teachers.
- Seesaw complies with the European Union General Data Protection Regulation (the "GDPR") and makes it easy for EU individuals to exercise their rights described in that regulation.
- Teachers may use Seesaw to create activities to use with their students. Activities may include text or voice instructions for how to complete the activity, an example of a correct response or a template for students to edit.

- Students may add photos, videos, drawings, files, notes, hyperlinks, and other ways of documenting their learning that is appropriate to the activity given.
- SeeSaw is designed to promote safe sharing. Teachers control who can see messages or access a student's journal content by authorizing specific people to connect to that student's account (i.e. SET Teachers, Substitute Teachers nominated by the school or the School Principal).
- Teachers are not authorized to share student work with any unauthorized parties.
- Pupils / Families are not authorised to share lessons, voice clips, recordings or feedback with any third party.

### **3.3. Microsoft Teams for Staff**

- Staff members have access to Microsoft Teams via their school email and log in
- Microsoft Teams has been engaged as a suggested software programme for use in education by PDST.
- Microsoft Teams communications (on channels) are considered private to the professional community of St. Raphaela's staff. There is no permission to share communications, policies, messages / chats from that page beyond staff members.
- The use of Microsoft Teams is intended to ensure effective communication with the sharing of pertinent information with all staff in a timely, accessible and central manner for staff members off site and onsite.
- The use of Microsoft Teams is intended to ensure effective collaboration on the development of planning and teaching/ learning documents, shared centrally and available to all staff members.

### **3.4. School Website and Blog**

- The main point of contact on the school website will be the school addresses, school office email and telephone number.
- Students will be given the opportunity under direct Teacher supervision to publish projects, artwork or school work on the school or student website. The publication of student work will be co-ordinated by the Class Teacher. Pupils will not have access to logon passwords.
- No personal details are to be uploaded.
- The publication of student work will be co-ordinated by a Teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on mainly group activities and children's work. The school website will avoid publishing the last name of individuals in a photograph.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.

### **3.5. School and Class Twitter**

- Twitter is used as a communication tool to connect with other schools, educators and the school community.
- Our School Twitter feeds are connected to the school homepage on our website: [www.straphaelasns.ie](http://www.straphaelasns.ie).
- Student achievements, photos, videos and class work are shared on private school and class Twitter accounts.

- Teachers control the content published on their class accounts and monitor Twitter followers. They are responsible for moderating content in line with school policies and expectations.
- All accounts are private and secure.
- Requests to follow the Twitter accounts are monitored at the discretion of the Teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on mainly group activities. The school website will avoid publishing the last name of individuals in a photograph.

### **3.6. Photographs and Video Media**

- Photographs and videos of children and staff members will not be published on the school or student website and Twitter accounts without prior permission (see Appendix 1).
- Parents and other outside agencies (e.g. Junior Achievement .) must also request specific permission to take and publish photos and videos of children and staff members (e.g. Sports Day, School Tours etc.)
- Photographs and videos published on school, student website or Twitter accounts of children and staff members may not be re-published without express permission being granted. All photographs and media on the school website and Twitter remain the property of the school. The sharing of any school images or videos on social media networks (i.e. Facebook, Flickr, Instagram etc.) is not permitted without express permission being granted.

### **3.7. Use of Social Media**

- Our school encourages parents to monitor pupil online behaviour and membership groups.
- All school related information will be related to parents via school email or school text, or a letter directly to parents/guardians.
- Staff members should not be contacted by children or parents via social media.
- Official communication with the school is by direct email or notes in students' journals to their class Teachers.
- Where parents establish messaging groups such as WhatsApp/Viber etc., the school asks that curricular, classroom and personal information is strictly prohibited. Parents should not discuss an information that undermines the privacy/dignity of individuals (pupils, parents or Teachers) or that could be construed as cyber bullying as defined in the Code of Behaviour.
- Parent messaging groups such as WhatsApp, Viber...etc. should not be used to discuss personal information specific to students or staff members.

### **3.8. Use of Video Conferencing**

- Our school utilises video conferencing during periods of school closure to engage pupils in learning, and for staff meetings to ensure social distancing.
- Our school provides a video conferencing option through Microsoft Teams, and also engages with pupils / staff / parents through Zoom
- It is expected that students, staff and parents will use the platform in a professional and ethical manner.
- All recordings (unless specifically advised by a staff member) are prohibited: whether they are intended for personal use (or otherwise)

***The use of video conferencing requires that pupils, their family members supporting blended learning, and staff members must observe the following:***

- It is prohibited to post, stream or transmit any content including live teaching/learning videos that may be interpreted as violating this policy (or related policies).

- Any messages, email or sharing of images that can be construed as offensive to other pupils or staff members are prohibited.
- The promotion of threats, violence, engagement in illegal activities or expressing support for anything that harms others is prohibited.
- Sending messages or material that upsets other pupils, staff members, family members or members of the community is prohibited
- Misrepresentation of personal identity is prohibited.
- Sharing of private information, or messages that violate the privacy of others (sharing of confidential or personal information) is prohibited.

#### **4. The Use of Personal Devices**

The possession and use of mobile phones, iPads, iTouch, tablet and other devices by school pupils is extensive. The School accepts that it is not realistic to prohibit pupils from bringing devices to school, however to ensure that all children, staff and families using the school are kept happy and safe, the following guidelines must be followed:

##### **4.1 Pupils**

- Students are not allowed personal devices within the school campus with the exception of a mobile phone which must remain switched off during school hours. This also includes any occasion where students are representing the school outside of school grounds (e.g. school tours...etc.)
- Pupils are not allowed to take photographs / video clips / audio clips in the school grounds, or on school tours.
- St. Raphaela's cannot take any responsibility for loss, damage or theft of a pupil device brought in to school.
- We encourage parents to provide children with age appropriate phones with limited internet and social media access. The school supports and encourages parents to adhere to the age restrictions recommended by social media networks.
- Staff members should not be contacted by children or parents via social media or messenger applications such as WhatsApp. Official communication with the school is by direct email or notes in student journals to/from their class Teachers.
- 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.
- Pupils must never take photographs or videos on their personal mobile device. Any footage that is taken must be surrendered at the request of the Class Teacher and the footage will either be deleted or, if applicable, be brought to the attention of the relevant authorities.
- Any child in breach of this will have their phone confiscated and only a parent/ guardian can collect it from the office.

##### **4.2 Staff Members**

- Staff members do not give out their phone number, or that of any other staff member to pupils, parents or guardians.
- In terms of data, staff are also required to use any mobile devices responsibly. Staff may use their devices to record any school-related work if they wish. However, the school cannot take any responsibility for these recordings



- The principal may have her mobile phone turned on at all times when in classrooms, so that they are contactable by office/staff (in case of emergency) at all times.
- All classrooms have a designated phone that should be used to contact the School Office in the case of emergency.
- In the case of emergency, personal mobiles may be used to contact the School Office / Principal.
- Staff personal calls and texts should be confined to break/ lunchtimes only – except in exceptional circumstances
- Mobile phones should not be used while staff members are on designated yard supervision – unless an emergency arises relating to pupil safety.
- All staff should have their phones on silent during class times and should not be visible to pupils during teaching and learning activities. Mobile phones should not be on the desk during teaching time.
- St. Raphaela’s cannot take any responsibility for loss, damage or theft of any device brought in to our school

## 5. Related Policies

The Board of Management recommend viewing of other related policies where the school will provide additional information relating to the use of the Internet:

- Code of Behaviour
- Critical Incident Policy
- Health and Safety Policy
- Child Safeguarding Statement
- Anti- Bullying Policy
- Data Protection Policy

## 6. Sanctions

This policy is developed to safeguard and protect the wellbeing of pupils and staff members. It is expected that all members of the school community will abide by this AUP.

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. St. Raphaela’s Primary School also reserves the right to report any illegal activities to the appropriate authorities.

Please refer to the school’s Code of Behaviour. The AUP will form part of the overall behaviour policy and will treat breaches in line with the Code of Behaviour

## 7. Review Procedures

This policy was reviewed in May 2020 and will be updated regularly as developments in technology continue to impact upon the educational experiences of our pupils. The review involved input from:

- All staff
- Parental Input
- Pupil review
- Board of Management

*Internet version: This version is not signed and dated by Chairperson or Principal, originals can be viewed at the School Office*

## Internet Pupil and Parent Permission Form

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

**Name of Pupil:** \_\_\_\_\_

**Class:** \_\_\_\_\_

### 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.

I will not have my phone or device turned on while I am on school grounds or on school trips.

My phone will be taken by a Teacher if this rule is broken. My parent/ guardian must collect it from the school office.

**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 daughter or the child in my care to access the Internet in school. I understand that Internet access is intended for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### School Website and Twitter

I understand that if the school deems it appropriate, my daughter's schoolwork may be chosen for inclusion on our school's website or Twitter . My daughter's picture may also be published on the school website or Twitter . No personal details will be given with the pupil's pictures. Please sign to confirm that you are aware of this.

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

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_