Crecora National School
Acceptable Use Policy (Staff)

Mission Statement in relation to AUP

Crecora National School is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). All such usage should apply directly to school administration and to the implementation of the school curriculum. This policy should be read in conjunction with the GDPR policy, Health and Safety Policy, Code of Behaviour, Child Safeguarding Statement and social media Policy.

Responsibilities of Crecora National School Employees

Employees will:

1. Follow the guidelines set forth in this AUP, in the AUP Pupil Policy, the GDPR Policy, the Code of behaviour the H & S Policy and the social media Policy.
2. Strictly supervise student use. Never leave the children unsupervised when digital devices are in use.
3. Model and provide instruction in the ethical and appropriate use of technology in a school setting e.g. personal mobile phones should be out of sight and on silent during class time. It is recognised that there will be exceptions to this when staff need to be contactable. It is also understood that mobile phones may occasionally be used for other functions such as the stopwatch, calculator or camera functions. It is not permitted to access social networking platforms for personal use during class time.
4. Maintain a curricular focus
5. Ensure that all classes have agreed a contract for appropriate internet use
6. Keep the user password to teacher desktop, Aladdin login school website and twitter secure and confidential.
7. Only install software onto a school computer or network, which has been approved by the principal.
8. Not transmit, request or receive materials inconsistent with the mission, values and vision statement of Crecora National School.
9. Ensure that any communication with pupils, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as email, texting and social networking sites.
10. Ensure that no USBs are used from external sources, eg student teachers.
11. Model good netiquette at all times and do not undertake any actions which will bring the school into disrepute.
12. Clear any personal devices of children's images on a monthly basis.
13. Ensure that they do not knowingly access, download or otherwise have in their possession, while engaged in school activities, inappropriate materials/ images in electronic or other format.

When using social media, staff are obliged to comply with the following procedures (Taken from the School Social Media Procedures). Social Media in relation to staff and teacher relates to blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.

1. Twitter/Instagram is to be used as a learning and sharing platform to showcase some of the activities happening in the school. Only children with social media permissions are to be displayed on these platforms. No identifying information of children will accompany any photos.
2. School website is to be used to display basic school information.

When using social media, staff are obliged to comply with the following Behaviours (Taken from the School Social Media Policy)

1. Social networking sites such as Facebook or Instagram must not be used by staff as a platform for learning activities with students.
2. Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
3. Staff and student online interaction must occur only in an educational context.
4. Staff are advised to NOT accept ex-students or parents of current students as friends on personal Social Media sites.
5. Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
6. While staff have permission to post photographs of students to the school social media channels, they do not have permission to post details that would identify any child.
7. Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public for a long time.
8. The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Crecora NS, then they need to be aware that they are by definition representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.

9. Staff should not participate in spreading false or unsubstantiated rumours or false information in regard to the Crecora NS community and its members.

10. When contributing online, staff should not post confidential student information.

11. Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

Acceptable Use

Crecora National School IT/Digital devices and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Crecora National School. Management reserve the right to monitor this usage.

IT support to computers, laptops and fixed line networks is provided by the IT support company the school uses. As a result, all computers and laptops have protective systems installed on them. Under this security system, a depth scan is carried out on a regular basis and all viruses detected and repaired. The IT support company has agreed to be vigilant with regard to constant updates and developments with regards to security anti- virus systems and to modify our system accordingly

As a consequence of being part of the NCTE provider, a strong firewall system, approved by the DES, constantly filters our system. Under this system, there are five levels of filtering, level five being the highest filter level. Crecora National School has requested level four in order to access particular education websites inaccessible on level five. A copy of websites accessed on this level has been supplied by Bright Cloud and is available from the Principal.

Training is provided to all staff members by the afore mentioned IT support company on a needs basis to explain what is safe and appropriate to download. Information is given to staff members to best inform appropriate use of the internet and all staff members are obliged to abide by this advice. This will be done as part of Croke park Hours.

Incidental personal use of school computers 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. No downloading of any files unless it is from a secure registered site is allowed. Icons which indicate these secure sites appear at the bottom of the website page.

iPads are wireless enabled. However, no apps may be downloaded or purchased for use on iPads unless prior approval has been granted. In such cases, Select will arrange for the apps to be added.

Unacceptable Use
This includes but is not limited to the following:
1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own.
3. Staff will always treat others with respect and will not take any action that may bring the school into disrepute.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staffs who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal and IT support company.

Consequences
The use of technology resources inside Crecora National School is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the BoM if circumstances change, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

Reviewed by Board of Management on 6th October 2025.

Signed:

Pat Hanley	Michael O Gorman
Chairperson	Principal

Appendix 1

1. Staff members will communicate with pupils and their families via Aladdin or through the *Seesaw* app or via school email.
2. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
3. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Aladdin). We will also, on occasion, use Zoom/Teams for meetings with parents when they are unable to attend in person.
4. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
5. For security reasons, passwords will be provided to families, where applicable.
6. **Crecora National School** cannot accept responsibility for the security of online platforms, in the event that they are compromised.
7. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw) and live sessions (Zoom).

Media which the school will use

Aladdin School App

Staff can communicate with parents and pupils via the school Aladdin app.
Parental queries will be addressed as usual to the school office or principal during school hours only (9:15am-2.55pm).

Seesaw

Seesaw Class App is for our pupils to connect to their folder, and they then have the option of uploading items to their folder for their teacher to see. This app is used throughout the school and requires a code which have been sent through the school email. Parents will be able to access Seesaw using the Seesaw Family app. They can view their child's journal but will not be able to post any material.

Zoom/Teams

Zoom/Teams are a video-conferencing platform which can enable teachers, staff, and pupils to connect via a live link. Professional etiquette will be always observed in accordance with the Teaching Council Code of Practice. It is understood that zoom calls will not be recorded by any party on the call.