



## Crecora National School

### IT Acceptable Usage Policy (Pupils)

#### Aim:

This policy was developed by staff as part of Croke Park hours during November 2019. The aim of the Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources, and will be protected from harmful and illegal use same.

#### Introduction:

The teachers in Crecora National School believe in the benefits of curriculum-based technology use. It recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, we provide access to ICT for pupil use. Our school website is [www.crecoranationalschool.ie](http://www.crecoranationalschool.ie) and our twitter account is @Crecora\_NS. However, in its large unregulated state, online technologies can also pose a number of risks for children and therefore these guidelines will be followed when using same in school. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in AUP will be imposed. This policy should be read in conjunction with the school's Code of Behaviour, Anti-Bullying Behaviour Policy, Digital Strategy Policy, Social Media Policy, Assistive Technology Strategy, Data Protection Policy and the Child Safeguarding Statement.

#### Legislation:

This policy was informed by the following legislation

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video recordings Act 1989
- The Data protection Act 1988
- Child Protection Procedures for Primary and Post Primary Schools (2017)

#### Strategies:

Crecora National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

- Internet sessions will always be supervised by a teacher. All apps and websites visited and used by each student will be monitored by the teacher using a classroom management tool.
- Filtering Software (firewall provided by the NCTE) will be used in order to minimise the risk of exposure to inappropriate material. Level four of filtering software is currently in operation. This is the second highest level available. Level five is not applied as it prohibits certain useful educational websites. However, vigilance is constantly maintained.

- Pupils will be provided with training in the area of internet safety using webwise lessons as part of the SPHE lessons.
- Outside speakers will deliver online awareness safety presentations at the school which will also be available to staff.
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis by the IT support company employed by the school.
- Pupils will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that will bring the school into disrepute
- The use of memory sticks (other than those provided or supplied by staff) or other digital storage media in school will not be allowed in order to prevent viruses or inappropriate material entering the school system.
- Teachers will have full editorial rights over the school website and twitter.
- Students will not have access to relevant passwords.

## **World Wide Web**

- Pupils will use the internet for educational purposes only.
- Children will use the search engine KidRex while using school devices. This is a child safe search engine.
- Pupils will never disclose or publicise personal information.
- All pupils will be taught appropriate use of the internet, using a variety of resources during SPHE lessons. Specific lessons from [www.webwise.ie](http://www.webwise.ie) will be used with 3<sup>rd</sup>-6<sup>th</sup> classes.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will inform their teacher if they inadvertently access information that makes them in anyway uncomfortable.
- Parents of children from 1<sup>st</sup>-6<sup>th</sup> will review, sign and return the attached permission slip at the beginning of each academic year.

## **Email**

- Pupils will not have access to personal email facilities at school.
- The school will have one email address, which may from time to time be used by the children, under the direct supervision of the teacher.
- Students will not send or receive inappropriate material.

## **Internet Chat**

- Children in Crecora National School will not have access to Chat Rooms or Discussion Forums.

## **Twitter**

- Twitter is to be an information platform using text only or work displays. No images or video to be uploaded. However, explicit permission will be sought from parents regarding specific initiatives, such as Irish Aid, JEP, Bluestar etc. which have a social media requirement, as the need arises.

## **School Website**

- School website is to be used to display work and images.
- When uploading images, we will try to use full class photos in as much as possible.
- Group photos will not be promoted but may be used on occasion on Activity/Initiative pages on the website. However, no surnames will be used to identify children.
- Teachers will manage the publication of material on the school website. Teachers will select work to be published and decide on the appropriateness of such.
- Personal pupil information, home addresses and contact details will not be published on the school website

- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Pupils may be given an opportunity to publish projects, artwork or school work on the school website.
- Permission to publish a student's work will be sought from pupils/ parents/ guardians on the child's enrolment form. This permission may be withdrawn at any time.

## Personal Devices

- Personal devices are not allowed in Crecora National School under any circumstances. These include mobile phones, i-pads, i-pods, laptops, netbooks and any devices with access to the internet. However, if a child brings a personal device to school in case of emergency or in error, the device will be handed to the teacher at the beginning of school and will not be returned to the pupil until they are exiting school property.
- Camera phones and other media devices are not allowed in an effort to provide for children's safety and privacy.
- Children are not allowed bring personal devices on school tours or to other out of school events.

## Communications

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

**This Table applies to students in our school -**

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 other camera devices			✓	
Use of hand held devices with supervision			✓	
Use of personal email addresses in school, or on school network				✓
Use of school email for personal emails				✓
Use of chat rooms/facilities				✓
Use of applications for text messaging (viber, whatsapp, snapchat, facebook,				✓

instagram)				
Use of social networking sites				✓
Use of blogs				✓

## Sanctions

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

## Review

This policy was agreed by staff in November 2019 . It was reviewed and ratified by the Board of Management on the 16<sup>th</sup> December. It was be communicated to parents via the school website. All incoming parents will be asked to agree to the terms and conditions of the school's AUP policy on the child's enrolment form. Parents of children from First to Sixth Classes will be asked to sign the attached permission form at the beginning of each academic year. This AUP policy will be reviewed as legislation changes or a change in circumstances occurs.

## Appendices

1. Permission form to be signed by parents

## Appendix 1



### Permission Form

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

**School Name:** Creora National School

**Name of Student:** \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I understand that a teacher will always be present when my child is using the internet and that as a consequence of being part of the NCTE provider, a strong firewall system, approved by the DES, constantly filters our system. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work and photographs on the school website.

I also understand that explicit permission will be sought from parents regarding specific initiatives , such as Irish Aid, JEP, Bluestar etc. which have a social media requirement ,as the need arises.

### I accept this policy

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

