ACCEPTABLE USE POLICY (AUP)

Greenmount N.S.

Introduction & Rational

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the internet is unsuitable for children and therefore the guidelines in this policy will be followed when using the internet.

The policy applies to all internet users in Greenmount N.S. and all methods of internet access, including; desktop computers, laptop computers, communication lines, mobile telephones, tablets, personal digital assistants (PDA's), Smart Phones, iPhones, iPads and all other devices capable of accessing the internet.

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

Strategies
Greenmount N.S. employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

General
- Internet sessions in school will always be supervised.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software is not permitted.
- 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.
- Students will observe good online etiquette at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.
- Users will not use the internet for any illegal activity including accessing other computers.
- Users will not retrieve, send, copy or display offensive messages or pictures.
- Users will not cause damage to computers, computer systems or networks.
- Users will not violate copyright laws.
- Users will not trespass in another user's folders, work or files.

World Wide Web
- Teachers will select sites which will support pupil's learning.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must tell a teacher immediately if they encounter any material that is inappropriate or material that makes them feel uncomfortable.
- Students will use the internet for educational purposes only.
- 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 such as personal address, email address or telephone number.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's AUP.
- 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.
- The use of chat rooms is forbidden.

Email
- Students will use approved class email accounts under supervision by or permission from a teacher.
- Children, should they have them, are not allowed to access their own personal use email or social media accounts in school.
- Students will not send or receive any material that is illegal, obscene or defamatory or send material that is intended to annoy or intimidate another person.
- 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.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

iPads/Tablets
- Students should never leave their iPad/tablet unattended when in use.
- Students should follow teacher's instructions, accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (pretending to be someone else) is in direct breach of the school's Acceptable Use Policy.

- In the event of a child accidently 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.
- IPads/tablets must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

School Website
- Pupils may be given the opportunity to publish projects, artwork or school work on class blogs in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- 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 group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Greenmount N.S. Twitter account   *(@greenmountcork)*
The purpose having of a school Twitter account is to provide:
- Communication with parents regarding specific events & activities.
- Communication with new or prospective parents.
- Communication with wider audience regarding positive advertisement of the school & enrolment dates.
- Communication with wider audience of school life via photos of pupil's projects, notice boards, etc.
- Communication with other schools and accounts with similar educational interests.

Communication Technologies (See Mobile Phone Policy)
The following communication technologies are **not allowed** in the school:
- Children are not allowed to use mobile phones or their own personal electronic games, smart watches or devices during school hours or during after school clubs/activities.
- Pupils are not allowed to bring mobile phones or electronic devices on school tours or trips.
- Children who need to contact home during school hours may do so through the school secretary or class teacher (using the school landline phone).
- In exceptional circumstances, when a mobile/device is required after school by pupils in 5th and 6th class, parents should contact the school Principal for such authorisation. If the pupil is authorised by the Principal to have the phone for

exceptional reasons, they should hand their mobile and/or device to the class teacher for safe keeping. It will be kept in a locked drawer/ filing cabinet throughout the school day. The device should be powered off and may be collected at the end of the school day.

- Taking photos on mobile phones or other camera devices.
- Use of hand held devices e.g. PDAs, PSPs.
- Use of chat rooms.
- Use of instant messaging.
- Use of social networking sites.
- Use of blogs.

Pupils in breach of the AUP will have their mobile phones or other devices confiscated by the school until such time as the child's parent/guardian arranges to collect the device.

Remote or Blended learning - acceptable use
During any forced school closures or where a child or group of children are required to self-isolate for a prolonged period, the school will maintain the link between school and home. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.

We recognise that online collaboration is essential for remote learning and that families are in favour of increased opportunities to maintain the connection between school and home. Greenmount N.S. may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

This is a working document. Please note that this document may change in response to Department of Education guidance and the fluid nature of the Living with Covid 19 Plan.
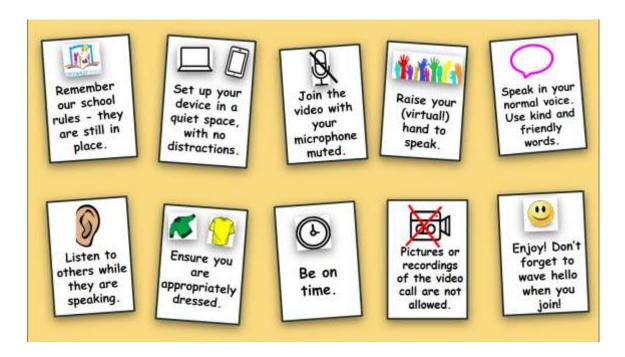
Media which the school will use
The school will use Google Classroom: (also includes Google Meet where appropriate)
Google Classroom is an online platform used by all classes, which enables our pupils/parents to connect to their folder of work and it also allows access to their teacher when required. Teachers may also provide feedback and communicate with pupils/parents via Google Classroom.

Pre-recorded lessons and material
Teachers may prerecord lessons and send them to children via Google Classroom. This is a very useful tool for teaching concepts and for assisting parents with remote learning. These videos remain the property of the school and should not be shared with any other party outside Google Classroom. To do so would be considered a serious breach of the school's Acceptable Use Policy and Data Protection Policy.

Guidelines for good online communication in Greenmount N.S.:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin, Google Classroom, the School Website, designated email)
6. For Google Meet calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
7. For security reasons, passwords will be provided to families, where applicable.
8. Greenmount N.S. cannot accept responsibility for the security of online platforms, in the event that they are hacked.
9. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods
1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9.00am and 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils. Training, where needed will be organized.

5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Google Meet meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:
For submitting learning:

1. Submit work and pictures that are appropriate and have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Google Meet:

1. A parent or guardian must be present.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online.
4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

1. Ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Google Meet call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your Google Meet account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Google Meet call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Google Meet, please visit https://support.google.com/a/answer/7582940#top&privacy&encryption&counterabuse&secure&incident&

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Legislation
The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
Data Protection (Amendment) Act 2003
http://ww.irishstatutebook.ie/2003/en/act/pub/0006/index.html
Child Trafficking and Pornography Act 1998
http://ww.irishstatutebook.ie/1998/en/act/pub/0022/index.html
Interception Act 1993
http://ww.irishstatutebook.ie/1993/en/act/pub/0010/print.html
Video Recordings Act 1989
http://ww.irishstatutebook.ie/1989/en/act/pub/0022/index.html
The Data Protection Act 1988
http://ww.irishstatutebook.ie/1988/en/act/pub/0025/index.html

Support Structures

Teachers will give instruction on appropriate use of the internet and how to use it safely. Websites offering support and advice in the area of internet safety will be listed on the "favourites" menu of each computer connected to the internet. The following is a selection:

- NCTE – http://www.ncte.ie/InternetSafety
- Webwise - http://www.webwise.ie
- Make IT Secure - http://www.makeitsecure.ie
- Safe Internet - http://www.saferinternet.org
- Think Before You Click - www.thinkb4uclick.ie
- Safety, Facts, Awareness and Tools - http://www.saftonline.org

Sanctions

- Intentional misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- Some material available on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool-proof.
- All of these sanctions are in line with our schools Code of Behaviour.

Review/Ratification/Communication

This policy was reviewed, ratified and communicated by the Board of Management on February 1st, 2021.

It will be reviewed again and amended if necessary in the 2022-23 school year or as needed.

Signed: *Michael Carey*
Chairperson of Board of Management

Signed: *Finbarr Hurley*
Principal

1st February, 2021

Appendix 1

Sample letter to parents issued in 3rd Class

Dear Parents,

As part of the school's digital learning, we will be offering pupils supervised access to the internet. As you are probably aware, the internet contains a vast amount of information but unfortunately not all of this is suitable for children and so we have produced an Acceptable Use Policy specifying our guidelines.

Before being allowed to use the internet, all pupils must obtain parental permission. We therefore ask that both you and your child sign below as evidence of your approval and acceptance of the school rules on this matter. A copy of our Acceptable Use Policy is available at www.greenmount.ie under School Policies.

Please read the Acceptable Use Policy carefully.

Name of Pupil ……………………………………… Class:……………………………..

I allow my child (*Name*): ……………………………… to use the Internet in school and accept school rules on this matter.

Signature of Parent ……………………………………

Signature of Pupil ……………………………………

Appendix 2

Advice for Parents on Internet Use in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines, etc.

Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:
- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
- Be aware of the sites your children are visiting and discuss with them what they are learning.
- Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details.
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home.
- Please consult http://www.webwise.ie for further advice and support.

Consent Form for Photographs and Digital Images of Pupils

Greenmount N.S. maintains a database of photographs and digital images (including video) of school life and events held over the years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Occasionally, the press, for example, the Evening Echo, cover school events and celebrations. This coverage is a source of pleasure and pride for the school and can enhance the self-esteem of children. The school use photographs and digital images to celebrate your child's achievements and praise their hard work.

Photographs/digital images may be displayed:
- **on the tv in the school lobby**
- **on school noticeboards and displays**
- **on our school website**
- **on the school twitter page**
- **in school brochures/newsletters**
- **in local and national newspapers and similar school-related productions**

In the case of website and twitter photographs/digital images, students' full names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school website, brochure, newsletters, etc. at any time, you should write to the school principal.

Photographs and videos are stored on school devices, which are password protected. Only school staff have access to this stored information. All broken or obsolete school devices are wiped clean before they are disposed of.

Consent (tick one only)

1. **I give consent for** my child's photograph/digital image to be taken as part of school activities and I understand they may be displayed as listed above ☐

2. **I do not give permission for** my child's photograph/digital image to be taken and to be displayed as listed above ☐

3. **I give consent for** my child's photograph/digital image to be taken as part of school activities and to be stored as part of school records **but would prefer not to have images of my child appear on the school website, twitter page, in school brochures, newsletters etc.** ☐

**Name of Pupil _____   Signed_____Parent/Guardian
Date _____**