



St Mary's NS

Acceptable Use Policy

February 2021

This Policy applies to all of the school's "Devices, which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This Policy applies to staff and students of St. Mary's N.S, Bishop Street , Limerick. The School reserves the right to amend this policy from time to time entirely at its discretion. This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks. .

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- Students and teachers will be given training by teachers in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher/SNA will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Use of the Internet

- Students will be taught specific lessons on online safety by teachers.
- Students will not knowingly attempt to visit Internet sites on school Devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download or otherwise transmit material that is copyrighted on school Devices.

- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
 - Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently. Email/Google Drive.

Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

- Students will use approved class email accounts under supervision of a teacher or parent/guardian.
 - 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 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.

Please see Remote Learning Plan Part 2 Appendix 1

Distance Learning

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
 - Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms

If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.

Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.

- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms

Internet Chat

- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden School Website and affiliated Social Media sites, School App.
- The school's website address is: stmarysnslimerick.scoilnet.ie/blog/
- The School's Facebook account is "St.Mary's NS Bishop Street".
- The School's Twitter account is "@stmarysnsLK"
- The school's YouTube channel is "St Mary's NS Limerick".
- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal and other staff will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

Personal Devices

- Students may not use any personal device with recording or image taking capability while
- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly. This is in breach of the schools acceptable use policy. Any child with a personal device will have it stored in the Principals office. A parent/guardian must collect the device.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher. All personal devices are to be turned off during school hours
- Legislation and Regulation The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:
 - EU General Data Protection Regulations 2018
 - Anti-Bullying Guidelines for Primary Schools 2013
 - Data Protection (Amendment) Act 2003
 - Child Trafficking and Pornography Act 1998
 - Video Recording Act 1989
 - The Data Protection Act 1988
 - Interception Act 1963 Support structures and Education
- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
 - The school will run a programme on acceptable internet usage, for students and parents/guardians regularly. This will cover several topics including cyber-bullying.
- St.Mary's N.S information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities. Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden. Users of the school's information and

technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use. Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse.

Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR"). Sanctions Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities. Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Dear Parent(s)/Guardian(s),

The staff and Board of Management of school name have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarize yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip Name of student:

_____ Class/Year: _____

Appendix 1

Remote Teaching and Learning Policy St.Mary's N.S

Part 2

Introduction The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class were taking place in a classroom setting. While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure. This policy is a working document and will be updated accordingly and where necessary.

This policy does not set out to replace our Internet Acceptable Usage Policy but rather intends to be an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy. The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation. Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties. This Policy is prepared, therefore, in accordance with the provisions of the Department of Education and relevant sections of:

(a) The Education Act (1998) (b) Education (Welfare) Act (2000) (c) Equal Status Act (2000) (d) Education for Persons with Special Educational Needs Act (2004) (e) Disability Act (2005) (f) Children First 2017 (g) GDPR (h) Department of Education: Child Protection Procedures for Primary and Post-Primary schools (i) NEWB Guidelines for Developing a Code of Behaviour (2008). Context Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher.

However, whether a child is being directed remotely or via a traditional classroom environment, it is particularly important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e., the school's Code of Behaviour and all the school's policies. This Policy has been developed during the Covid-19 Pandemic, when remote teaching and learning was imposed and may be imposed again on the school community, without prior knowledge and preparation.

St. Mary's N.S. endeavours to make it truly clear to all our partners that the values that are instilled in all our policies remain, no matter how we change our teaching and learning methodologies or the location of that teaching and learning. This includes remote learning or when a child is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the student(s). Guidelines on the appropriate use of Online Platforms for engaging in remote teaching and learning in St. Mary's N.S. encourages all students to use SeeSaw or Zoom in certain circumstances. . All students have been given account details. If problems arise with SeeSaw or parents/children should contact their class teacher.

Teachers when working remotely will only communicate online during normal working hours and will endeavour not to communicate with students outside of these hours unless otherwise stated by the teacher. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on a platform outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours. In so far as possible, provision for SEN students, will be made when using Remote Learning methodologies. No matter what time a student and/ or teacher is on Seesaw etc i.e. whether the teacher is online or not- the moment a student logs onto Seesaw they must abide by the school rules and the rules will be implemented if and when necessary.

We would encourage all students/parents not to leave a See Saw once it is set up. The material created by the teacher on Seesaw, Zoom is the property of the teacher and students do not have permission to share to others outside of the Classroom unless given permission to do so. Recordings should not be made of any online lesson unless with explicit permission from the teacher. In this instance, it is of utmost importance that any such recordings are not shared. Teachers may choose to conduct classes via Zoom. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students' attire must be suitable, no pyjamas or dressing gowns permitted and students are asked not to partake in the sessions while in their bedrooms. We would ask that parents/guardians are present in the room with their child while they are on a call with their class and teacher.

Social media may be used by the school to demonstrate examples of good work to parents and the wider school community. Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student were in school as they are involved in prescribed schoolwork, on a school created platform using a school log-in and which has been directed by school personnel.

The criteria for mandated Child Protection reporting remain the same as if the child were being taught in school. All provisions relating to the child's data remains the same under GDPR procedures and guidelines. As per all matters pertaining to our school's Code of Behaviour, if a student acts in a fashion that is contrary to our Code's expectations their parents will be contacted.

Appendix 1

Permission Zoom

Dear Parents/Guardians,

Please sign the consent form attached below for your child to participate in Zoom calls. Please read the Remote Learning Policy for more information.

Regards,

Class Teacher

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Class Dojo, Padlet or other platforms approved by the Principal as platforms. Teachers may also communicate through email.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the email address and Online Platforms.
- If teachers are using Zoom, parents/guardians must provide an email address to allow their child access to the lessons . Parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Parental Consent to Use Zoom for Distance Learning

St.Mary's N.S may be encouraging participation by students in Zoom video conferencing meetings with school staff and other pupils.

Return of email (or oral confirmation in the short term recorded)with the following information will be taken as approval and consent to participate in Zoom.

I /we (parents' names _____) grant permission for my child _____ to be allowed to participate in a Zoom video webinar with staff and pupils of St.Mary's N.S.

Ratification and Review

This policy has been ratified by the Board of Management and will be reviewed every two years.

Signed:
Management

Donough A.D. Melley Chairperson Board of

Date:

1-02-2021