

## **Acceptable Use Policy**

***Our Lady Queen of Apostles  
Dunawley Avenue,  
Clondalkin,  
Dublin 22***

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 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the AUP will be revised on a regular basis. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was last revised in June 2019.

### **School's Strategy**

The school will employ 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 will be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, USB and memory sticks, CD-ROMs/DVDs, or other digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" – ie. etiquette on the Internet – at all times, will treat others with respect and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- 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 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.
- 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.

### **Email**

- Students will use approved class email accounts under supervision by or permission from a teacher.
- 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.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest-books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio and/or video clips that focus on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- 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.

### **School Twitter Account**

- The school may publish projects, artwork or school work on the school twitter account.
- The school will endeavour to use digital photographs, audio and/or video clips that focus on group activities. Content focusing on individual students will not be published on the school twitter without parental permission.
- The school will avoid publishing the first name and last name of individuals in a photograph.

### **Personal and Other Devices**

Students using mobile phones in school will do so in accordance with the school's Mobile Phone Policy. The unauthorized taking of images – still or moving – with any camera or mobile phone camera is in direct breach of the school's Acceptable Use Policy.

### **Legislation**

Should teachers and parents wish to familiarise themselves with legislation relating to the use of the Internet, the school will advise how to access the relevant legislation including:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998

- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal or harmful use of the Internet.

### **Sanctions**

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.

*Kerai Coppla .*

Chairperson of the Board of Management.

## **APPENDIX**

### **Remote teaching and learning protocols**

This sets out the policy of the school in respect of the use of technology for distance or remote teaching and learning. This operates in addition to all of our guidelines set out in our AUP.

The list of applications that will be used for distance learning will primarily be:

- Aladdin Connect
- Email
- Class webpage
- Zoom education

### **E-learning:**

E-learning will take what is known as a blended approach and some teachers may use different methods, some more than another. For example:

- Some teachers may use regular recorded or live zoom classes while others may not.
- Some teachers may distribute work as weekly bulk assignments using the class webpage and email while others may do so as daily homework-style tasks using Aladdin connect.

In all cases the primary aim is to cover the required curriculum areas for their specific subjects. The teacher will decide the most effective method to use to achieve this aim. Parents should get in touch with their child's teacher via their school email if they are having difficulty with any aspect of their learning.

### **For Students/Parents:**

Under no circumstances can pictures or recordings of live or recorded classes take place. The school code of behaviour is applicable to remote teaching and learning, including:

- Anti-Bullying Policy
- Digital Technologies Acceptable Use Policy
- Data Protection Policy

It is the duty of the parent/guardian to supervise children while they are working online and to ensure the content they are submitting is appropriate.

For zoom/video calls, parental permission is implied, as the link to the video call will be communicated via the parent/guardians email address.

Communication may only take place during normal school hours.

Parents can only contact teachers via their school email as given on our contact list on our school website.

### **For Staff:**

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.

Staff members will report any concerns regarding online behaviour or interactions to school management in line with our child protection policy.

When engaging in video or zoom calls staff will follow a set of guidelines outlined by the school.

- Under no circumstances can pictures or recordings be taken of live video calls
- Staff members will notify the parent/guardian of the date, time and password for the call via email.

- Staff members will only admit participants if they recognise their email/username.
- Staff will ensure that all participants are dressed appropriately for the class.
- Staff members will only hold video calls with students during normal school hours.

Teaching and learning best practice will continue to apply during remote or distance teaching and learning.

## Permission Form

Please review the attached school Internet Acceptable Use Policy, then sign and return this Permission Form to the Principal

*Our Lady Queen of Apostles National School*

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.

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 son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. 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 the pupils access unsuitable websites.

I accept the above paragraph ☐ I do not accept the above paragraph ☐  
(Please tick as appropriate)

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

I accept the above paragraph ☐ I do not accept the above paragraph ☐  
(Please tick as appropriate)

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

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

\_\_\_\_\_

## Permission Form

Please review the attached school internet Acceptable Use Policy, then sign and return this Permission Form to the Principal

*Our Lady Queen of Apostles National School*

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

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

### Parent/Guardian

As the parent or legal guardian of the above pupil, 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 have explained to him/her that he/she must use the Internet in accordance with the rules of the school. I understand that Internet access is intended for educational purposes. 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 the pupils access unsuitable websites.

I accept the above paragraph ☐ I do not accept the above paragraph ☐  
(Please tick as appropriate)

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

I accept the above paragraph ☐ I do not accept the above paragraph ☐  
(Please tick as appropriate)

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

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

\_\_\_\_\_