**Acceptable Use Policy**

**St. Joseph’s National School, Milltownpass**

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually. 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 created September 2012

by staff, parents and Board of Management

**School’s Strategy**

The school 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 will always 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 memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times 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.
* Students will only have access to discussion forums, messaging or other electronic communication fora that have been approved by t he school and 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.

**Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.

**School Website**: [www.milltownpassns.com](http://www.milltownpassns.com) (updated 2019)

* 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 web blogs will be checked frequently to ensure that they do not contain personal details.
* The publication of student work will be coordinated by a teacher
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students may be published from time to time but names will not appear. 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 and 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.

**Distance Learning** (Updated April 2020) (reviewed January 2021)

* In circumstances where teaching cannot be conducted on the school premises, teachers may use , Zoom, SeeSaw, 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. The School has enabled the most up to date security and privacy features which these Online Platforms provide. Acceptable Technology Use Policy
* In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child’s access to and use of the platform.
* In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
* In the case of Zoom, parents/guardians must consent to the use of the email addresses provided by them to allow their children access to online assemblies, class meets with their teacher etc.
* Parents/Guardians must also agree to monitor their child’s participation in any such communications conducted on the Online Platforms.
* Parents/Guardians must agree to ensure their child’s behaviour adheres to the St Joseph’s NS Anti-Bullying Policy, Positive Behaviour Plan, Code of Behaviour, Acceptable Use of Technology, Communications Policy and other relevant policies.
* Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
* Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
* Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
* Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
* Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.
* Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
* Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the Acceptable Technology Use Policy school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted.

**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
* 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 material 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.

**St.Joseph’s N.S.Milltownpass**

**Permission Form**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal, St. Joseph’s N.S., Milltownpass.

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

**Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 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 blog, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the blog. I understand and accept the terms of the Acceptable Use Policy relating 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This AUP Policy was reviewed and updated following consultation with all staff members in April 2020, to facilitate Distance Learning.

Subsequently the policy was reviewed again in January 2021.

Principal

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Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_