Acceptable Use Policy

Meán Scoil Mhuire Longford

Chairperson: **Mr. John McGovern**

Principal: **Ms. Aoife Mulrennan**

Date: **07/10/2020**

Acceptable Use Policy

School Name: Meán Scoil Mhuire

Address: 5 St. Joseph's Road, Longford.

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. 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.

If the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. 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 Meán Scoil Mhuire, Longford. The School reserves the right to amend this policy from time to time entirely at its discretion.

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 revised October 2020

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

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material and block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software on school devices will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks or other digital storage media in school is not allowed by students.
- Students will treat others with respect at all times and will not undertake any actions that may offend others or bring the school into disrepute.
- 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.

World Wide Web
- Students will not intentionally visit Internet sites in school that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- The internet will be used to enhance learning and will be used for educational purposes.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
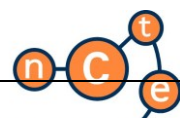
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- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy. Students will not upload, download or otherwise transmit material that is copyrighted on school Devices.
- Students will be 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.
- 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.
- 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
- Students will use approved school office 365 and all its apps including email in school and for school purposes.
- 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.

Distance Learning
- In circumstances where teaching cannot be conducted on the school premises, teachers may use Office 365 and its apps including TEAMS with integrated Zoom, and other platforms approved by the Principal as 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.
- Microsoft Teams is used to supplement in-school Teaching and Learning. Handouts, homework and assignments are regularly updated. Students unable to access school through illness/Covid19 restrictions may remain connected to their class work in this manner.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/Guardians will endeavour to support and encourage distance learning in the event of school closures.

Internet Chat
- Students will only access chat rooms, discussion forums, messaging or other electronic communication for a that have been approved by the school.
- Chat rooms, discussion forum, messaging or other electronic communication forums during the school day will only be used for educational purposes and must have the consent of a teacher.
- Usernames will be used to avoid disclosure of identity.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.
- Messages sent to teachers on Microsoft Teams will be answered during school hours.

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School Website and affiliated Social Media sites, School App.

- The school's website address is: www.scoilmhuirelongford.ie
- The School's Twitter account is @MeanscoilMhuire
- The School's Facebook account is @msmlongford
- The school's instagram account is @meanscoilmhuirelongford
- Pupils will be given the opportunity to publish projects/school work on the school website/social media platforms in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. Pupils will continue to own the copyright on any work published.
- 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. Awards Night 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 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

Personal devices e.g. mobile phones, etc should be turned off at all times (unless instructed to do so by a teacher for educational purposes during class time).

- It is forbidden to use personal devices at lunch time. We endeavour to have a technology free lunch time.
- The school doesn't accept any responsibility for the safe keeping of mobile phones.

Legislation and Regulation

The school will make available on request information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- 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

These are also available on www.webwise.ie by typing the name of the act into the search box.

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Support Structures

Should the need arise, the following usual support structure and ladder of referral will apply within the school, to help anyone deal with illegal material or harmful use of the internet.

1. Tutor
2. Year Head
3. Guidance Counsellor
4. Deputy Principal
5. Principal

Use of Information Communication Technology ("ICT") Resources

- Meán Scoil Mhuire'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. Sanctions in line with our code of behaviour will apply.

- 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 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.

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Acceptable Use Policy
Section 2 -iPad Acceptable Use Policy

Student Responsibilities:
- Ensure the iPad is on the school's iPad management system.
- Arrive at school each day with a fully charged iPad.
- Keep the iPad within a protective case when in use and in the school bag when not in use.
- Do not let anyone else use the iPad with the exception of your parents.
- Comply with the Internet and iPad Acceptable Use Policy of Mean Scoil Mhuire Longford at all times.
- Report any problems, damage or theft immediately to either the Class Tutor, Year Head, ICT coordinator, Deputy Principal or Principal.
- Report any interference by other student(s).
- If you go home from school without reporting damage or interference that may have occurred during the school day, school management will presume that the damage and or interference took place outside of school time.
- Leave the wifi on at all times. When the iPad is connected to the WiFi the school can access the iPad from the server. This means that for example the school can access and clear a student's forgotten passcode or use 'Find my iPad' in the event of a misplaced iPad.
- Regularly back up the iPad to iCloud. In the event of a breakage the spare iPad can be restored using the student's iCloud account. Also, regularly copy files to One Drive for safe keeping.

Restricted Use and Confiscation

Students who breach school's Acceptable Use Policy will be subject to sanctions.
A student may have his/her iPad confiscated or subject to restrictive use for a limited period because of misuse. Reasons for placing a student on Restrictive Use and/or confiscation include, but are not limited to the following:

- Breach of the Internet and iPad AUP.

- Inappropriate use of an App which may include the 'Camera App'.

- Inappropriate, inaccurate, defamatory, obscene or illegal material found on iPad.

- Failing to co-operate with school's investigations of iPad misuse.

- During the confiscation period, the student will be required to use text books in lieu of the student's iPad.

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Permission form is located in the school diary. Students and parents/guardians must sign this annually.

ACCEPTABLE USE POLICY – INTERNET

I/ We have read the school Internet Acceptable Use Policy on Meán Scoil Mhuire's website and undertake to implement and abide by it.

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 in this policy.

Signed: _____   Date: _____

         Student

Parent/Guardian.

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my 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.

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 children's work on the school website.

Signed: _____   Date: _____

         Parent

Telephone: _____

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PHOTOGRAPHS AND DIGITAL IMAGES OF STUDENTS

Meán Scoil Mhuire uses student photographs publicly to promote the school. Such images may be used in print publications, online publications, presentations, websites and social media. The school maintains a digital bank of photographs, recorded video images of school events held over years and printed year photographs / pamphlets. Photographs/images/videos may be published on the school website, trustee's website, school's social media accounts, in brochures, yearbooks, newspapers, sports, competitions, drama, school pamphlets, year group photographs and other similar school related publications.

Meán Scoil Mhuire is not liable for any royalties, fee or other compensations in respect of any publication.

Consent

I hereby consent for my daughter's photograph/digital image to be recorded as part of school activities, published on the school website, social media accounts, or other school related publications such as newspapers, brochures, newsletters, school pamphlets, year group photographs, and year books.

Signed _____   Date: _____

Parent / Guardian

or

Signed _____   Date: _____

Student over 16 years of age

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