



# Acceptable Use Policy (AUP)

October 2024

The aim of this 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. For the purposes of this policy, the protocols outlined will apply to using the internet on a variety of devices (laptop, tablets and personal computer etc).

It is envisaged that the board of Management, Parents and Teachers will revise the AUP on a regular basis. Before signing, the AUP should be read carefully by parents or guardians to indicate that the content is accepted and understood.

## 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:

- 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.
- Students and teachers will be provided with information and advice in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- 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.

## Pupils Use of the internet

- Students should not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student should immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students should not spend time on non-educational matters and should use the Internet for educational purposes only.
- Students should not upload, download or otherwise transmit material that is copyrighted unless the copyright is acknowledged.
- Students should not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students should not examine, change or use another person's files, user name or passwords.
- Students should be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

- Pupils are responsible for their own good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service to minimise the risk of exposure to inappropriate material. However, no filtering service is completely fool proof and therefore pupils will be supervised during the use of the internet.
- YouTube: YouTube will be used as a teacher resource. It **will not** to be used as a research tool by children. See Appendix 1 for Guidelines for staff using YouTube.

## Personal Devices

- 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

- This is not regarded as an important use of the Internet for primary school pupils and is not permitted.

## School Website

- The school website will be updated by the school staff only
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will appear in an educational context on Web pages
- 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 the 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 full name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' full 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 Blog

- The school blog will be used to keeps parents etc. informed of the day to day activities of the school. Please see Appendix 2 for the Blog Comments Policy.
- The publication of student work will be co-ordinated by a teacher.

## 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, recording conversations, or the unauthorised taking of images with any device, still or moving is in direct breach of the school's acceptable use policy.

## Assistive Technology

The school may apply for assistive technology for a child where a professional report clearly states that the equipment is essential for the effective education of the child. The report also needs to illustrate how the recommended equipment will be used for educational purposes throughout the day and that the needs outlined in the professional report cannot be met from within the school's existing I.T. equipment.

We rely on the Department of Education for guidance as to whether or not they deem the technology to be essential for the effective education of the child. Therefore, only pupils who have been approved for Assistive Technology by the Department of Education will be allowed to use this approved technology throughout the school day.

Please refer to the Appendix 3 below 'Home Use of School Owned Assistive Technology Policy' if a child has been approved for Assistive Technology and would like to take their device home.

## Interactive Whiteboards

The guidelines already outlined apply in particular to the use of the Interactive Whiteboard. In addition, it should be noted that all sites accessed by pupils and/or staff should be for educational purposes only.

If inappropriate material is displayed, either advertently or inadvertently, the "No Show" button should be used to block any image on the whiteboard.

Any breach of this protocol, whether accidental or deliberate, by student or teacher, should be reported to the school principal.

## Legislation

The following legislation relates to the use of the Internet. 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

## 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.

## Parental Agreement

Upon entry to the school, parents will be asked to sign the admissions form in relation to agreeing to abide by this Acceptable Use Policy. This will be a once off agreement signature and by signing it parents agree to abide by this policy.

## Ratification

This policy was ratified by the Board of Management on 1/10/24

**The purpose** of using YouTube in the classroom is to access a wide range of educational videos to enhance teaching and learning

### **Guidelines for teachers using YouTube**

1. Staff may only access YouTube for educational and professional reasons while in school
2. Teachers must view all videos **in full and in private** before showing to pupils
3. If staff use videos directly from the YouTube website, they should use the Safety Mode button which filters search results (at the bottom of every page)
4. Only show in full screen format as the advertisements are often inappropriate
5. Whenever presenting a Powerpoint with video footage, use embedded YouTube videos
6. Staff are not allowed to upload video footage of pupils to YouTube
7. Consider copyright issues when wishing to use a video for any reason. See this article [http://www.ict4lt.org/en/en\\_copyright.htm](http://www.ict4lt.org/en/en_copyright.htm) or <http://www.YouTube.com/yt/copyright/what-is-copyright.html>
8. Any misuse of YouTube must be reported to the Principal

For more information please see [https://www.YouTube.com/t/community\\_guidelines](https://www.YouTube.com/t/community_guidelines)

For suggestions and support in accessing YouTube videos please see <http://www.techforschools.com/handouts/YouTubeineducation.pdf>

- We hope you will engage with us online by sharing your comments, responding to the work of others, or making suggestions about future activities.
- We moderate comments before they are published, and we reserve the right to edit comments before they have been published.
- We have laid out a set of guidelines for everyone commenting on [stpetersbrayblog.com](http://stpetersbrayblog.com)
- We encourage all users to familiarise themselves with these guidelines to ensure that they can continue to contribute to our blog. We reserve the right to withhold without notification comments which we feel are in breach of our guidelines.
- In addition, our guidelines will be upheld on a one-strike-and-you're-out basis (see below for more details)

### Guidelines

- Do not make personal remarks about the author of a story, about individuals mentioned in stories, or about other commenters.
- Please stay on topic and only leave comments on the post your comment relates to.
- Treat other commenters with respect.
- Try and be clear and exact with your use of language.
- Use of good grammar, spelling and punctuation are encouraged. Posting in block capitals is to be avoided.
- Don't use bad language.
- Do not make comments which are racist, sexist, homophobic, offensive on the grounds of religion, nationality or demographic group. Do not make comments which are threatening or harassing or which could be perceived as such.
- Do not post personal information or make derogatory remarks about commenters or any other individuals. Any such material will not be posted.
- Do not use comments to promote commercial products or services. However, we welcome the use of links to relevant blogs and sites.
- Any content which is libellous or could otherwise land us in legal trouble, will not be uploaded. You will not be notified if we have removed a comment.
- Please be aware before you submit a comment that you will not be offered an opportunity to edit it
- We will not enter into any discussion with users about comments which have been removed or any decision to block a user.

We want our blog to be a place where everyone can share their work, be proud and best represent the hard work taking place in St Peter's. As we review every comment, we reserve the right to remove any we deem unacceptable without notification or explanation. Finally, we often conclude a post with a question, and encourage you to participate in our blogging experience by suggesting answers or volunteering responses. We look forward to hearing your feedback and thank you for reading this.

**Rationale**

This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 in relation to essential assistive technology equipment for pupils with physical or communicative disabilities.

The purpose of the document is to ensure clear guidelines for home use of specialist equipment which has been recommended by the National Council for Special Education (NCSE) as being essential for pupils who have been diagnosed as:

- having a serious disability
- and/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed
- where it is clear that existing equipment in the school is insufficient to meet the child's needs
- where without such equipment it will not be possible for such children to access the school curriculum

Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school and should normally be kept in the school. However, the Board of Management may, in certain circumstances, allow the use of the equipment in the pupil's home. Such a circumstance might be where it is agreed that the pupil could potentially benefit from, or achieve a degree of improvement to their academic and educational performance, their learning and their completion of homework through the use of technical support or equipment such as a school laptop.

This agreement endeavours to ensure the safe custody and handling of the equipment when in the care of the pupil outside of the school.

**Procedure to allow Pupil to take Assistive Technology home**

1. Parent must write a brief letter outlining the reason why they believe it is necessary for the pupil to bring the assistive technology home.
2. The letter will be brought to the attention of the Board of Management and a decision made.
3. Parent will be required to read in full and agree to the Terms and Conditions attached to this policy.

**Terms and Conditions:**

1. The laptop (or any other approved assistive technology/equipment) remains the property of (the 'School').
2. The laptop (or any other approved assistive technology/equipment) will be used solely by the designated pupil and will not be used by or transferred to a third party.
3. The parent will remind and teach their child to take due care of the laptop (or any other approved assistive technology/equipment) at all times when handling, transporting and using the laptop/equipment.
  - It is not to be left unattended in a public place.
  - It is not to be left unattended in a classroom or other place in the school.
  - All laptop leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop case, with the laptop when work is complete.
  - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
  - It is not to be interfered with, tampered with or altered by a third party.

4. The laptop will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved software packages/applications may be used.
5. The designated pupil will have use of the laptop each evening from Monday to Friday and during the during school terms. The laptop is to be returned to the school on Friday for safe keeping.
6. The laptop will be kept in the school during school holidays.
7. The laptop must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the School.
8. If the device gets damaged etc. any repairs necessary due to damage caused to the laptop while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
9. Use of the laptop and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
10. The School will make regular checks to update the laptops, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
11. The laptop will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data. The parent shall agree to review and adhere to the current School Acceptable Use Policy, specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops.
12. The following is deemed by the School as being completely unacceptable and will result in the equipment being re-claimed:
  - Accessing, transmitting or receiving obscene or pornographic material
  - Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
  - Engaging in cyber bullying
  - Downloading or loading software or applications that are not approved by the school
13. The laptop will be kept in good working order. All laptop faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the teacher with responsibility for the servicing and upkeep of the laptop.
14. The laptop will not be sold, assigned, transferred or otherwise disposed of.
15. Any laptop markings, tags or plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that might reduce the value of the laptop.
16. If the laptop is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible orally and in writing including all relevant details, record of events etc.
17. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.
18. If any of these terms or conditions are breached, the School Board of Management may at any time revoke this arrangement.