



Acceptable Use Policy

Aim of the Policy

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.

It is envisaged that the school will revise the AUP annually.

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 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 Dept. of Education is filtering the Internet content coming to the school. They are trying to block all objectionable materials. If any do get through we will immediately shut down our system and arrange with the Dept. for these to be blocked before we restart our system.
- The school will monitor pupil's Internet usage within classroom.
- 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 USB devices, handheld devices and CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school or themselves into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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 in line with the schools Anti-bullying Policy.
- 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
- At the moment it is envisaged that any emails will be sent by the teacher through the school email a/c only.
- Periodically, teachers may need to contact parents by email to send school work during an unexpected school closure. Teachers have a designated email address for school use only, this address is used for sending school work, responding to parents' queries or questions or appraising assignments sent by parents on behalf of their children during normal working hours. Teachers will not contact students via email nor will students contact their teachers through email. Any email contact will be via parents' email addresses only.

Internet Chat/Zoom

- Students will only have access to chat rooms, discussion forums other electronic communication forums that have been approved by the school.

- The Zoom platform can be used for interaction between a teacher and her/his pupils or the Principal and the school community. Parents' consent will be needed and invitations to meetings on Zoom will be via parents' email addresses only. All passwords and meeting ID numbers will be kept securely and protected.
- 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

- At the moment it is not envisaged that we will be using any of the chat and discussion forums.

Seesaw

- Seesaw (<http://seesaw.me>), is a secure online journal where students can document and reflect on what they are learning in class. Children will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with family members to view and comment on throughout the school year.
- Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get parental consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.
- Parents/guardians must also agree to monitor their child's participation in any such lessons/activities conducted on the Seesaw Online Platform
- After consent has been given, the child will receive a home learning code in order to access their Seesaw account.

School Website www.stmichaelsorcaghan.com

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be coordinated by a teacher.
- Digital photographs, audio or video clips of individual students will not be published. Instead photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will not be published.

- Pupils will continue to own the copyright on any work published. This work will appear in an educational context.
- Children’s full names will be omitted from web pages. First names will be used only.

Facebook/Twitter

- Our Facebook page is a friend’s page
- As per Facebook policy, friends over the age of 13 will only be accepted. Current students of the school will not be accepted as friends to Scoil Mhichil Corcaghan Facebook page.
- Inappropriate comments to posts on either Facebook or Twitter will be deleted/hidden/removed and person who made the comments may be blocked.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and will also follow the school code of discipline in relation to inappropriate behaviours. The Internet is to be enjoyed and used by everyone so if the school guidelines are followed it can be a valuable educational resource.

Permission to Use

The school respects each family’s right to decide whether or not to allow their children access to the Internet as defined by the School’s Acceptable Use Policy.

Parents may contact the school to opt out of internet usage.

PERMISSION FORM FOR 1st to 6th CLASS PUPILS

Please review and read the school’s Internet Acceptable Use Policy, which is available on the school’s website, sign and return this permission form to the Principal.

Name of Pupil(s): _____

Class(es): _____

Pupil(s) 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 my teacher and my parents.

Pupil's/Pupils' Signatures _____

Date _____

Parent/Guardian As the parent or legal guardian of the above pupil(s), I have read the Acceptable Use Policy and grant permission for my child(ren) or the child(ren) 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 website/Facebook page/Twitter handle, I accept that, if the school considers it appropriate, my child's/children's photograph/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.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____