Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's information technology and internet resources, and will be protected from harmful and illegal use of the Internet. This policy applies to all of the school's 'devices', which means all computers, iPads, laptops, and all IT resources that connect to the school's network. Users of the school's information and technology resources must not share passwords. If users allow others to use his/her password or assigned resource, he/she will be held responsible for their use.

It is important that the school's Anti-Bullying and Data Protection Policies are 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 that can be viewed and/or repeated by other people will be regarded as bullying behaviour.

St. Joseph's NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet and IT resources.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil. The school reserves the right to report any illegal activities to the appropriate authorities.

Internet

1. Internet will be used for educational purposes only

2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal external storage devices in school requires a teacher's permission
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
14. In the event of a pupil accidentally accessing Internet sites that are not permitted, he/she will be immediately expected to turn off the monitor and report the incident to a teacher
15. The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Mary Dalton (Principal) will manage the publication of material on the school website, www.iosef.ie and the management of the school administration portal, Aladdin Connect.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils other than for remote learning (Seesaw/Aladdin/ Zoom) where material will be only be retained for the period necessary for assessment. On completion of assessment teachers will erase this material
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use online platforms approved by the Board of Management to assist with remote teaching where necessary
- Confidentiality regarding school's information and technology resources and passwords must be exercised. If users allow others to use or access his/her password or assigned resource, he/she will be held responsible for their use
- The school will enable the most up to date privacy and security features which these online platforms provide

- Parents/Guardians will be expected to monitor their child's use of email/online platforms and monitor their child's participation in lessons conducted on online platforms

Personal Devices

- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the AUP will be sanctioned accordingly
- Teachers will not take images or recordings of pupils on smartphones or other personal devices. All photos should be taken on school cameras and must be downloaded onto the school App or website and then deleted from source

Education

St. Joseph's will undertake to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE
- Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- Workshops e.g 'Bully for You' etc.

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and

explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

St. Joseph's NS has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

St. Joseph's NS has installed firewall software.

COMPUTER ROOM

St. Joseph's NS has a designated Computer Room.
The computer room, No 22 has 30 laptops (approx.) for children's use, one server, a co-server, a printer, scanner and data projector.
Children use the equipment under the supervision of teachers. No child is allowed in the computer room without teacher supervision.

The comms cabinet and the networking equipment are located in room 21.

The school also has 30 ipads on a mobile trolley and the Special Classes have ipads for their use.

Laptops are available in some classrooms to facilitate TTRS and supplementary programmes.

Below is a rough plan of the computer room:

Computers　　　　　　　　　　　　　　　**Computers**

Computers

Entrance Door

Computers

Computers

Store Room
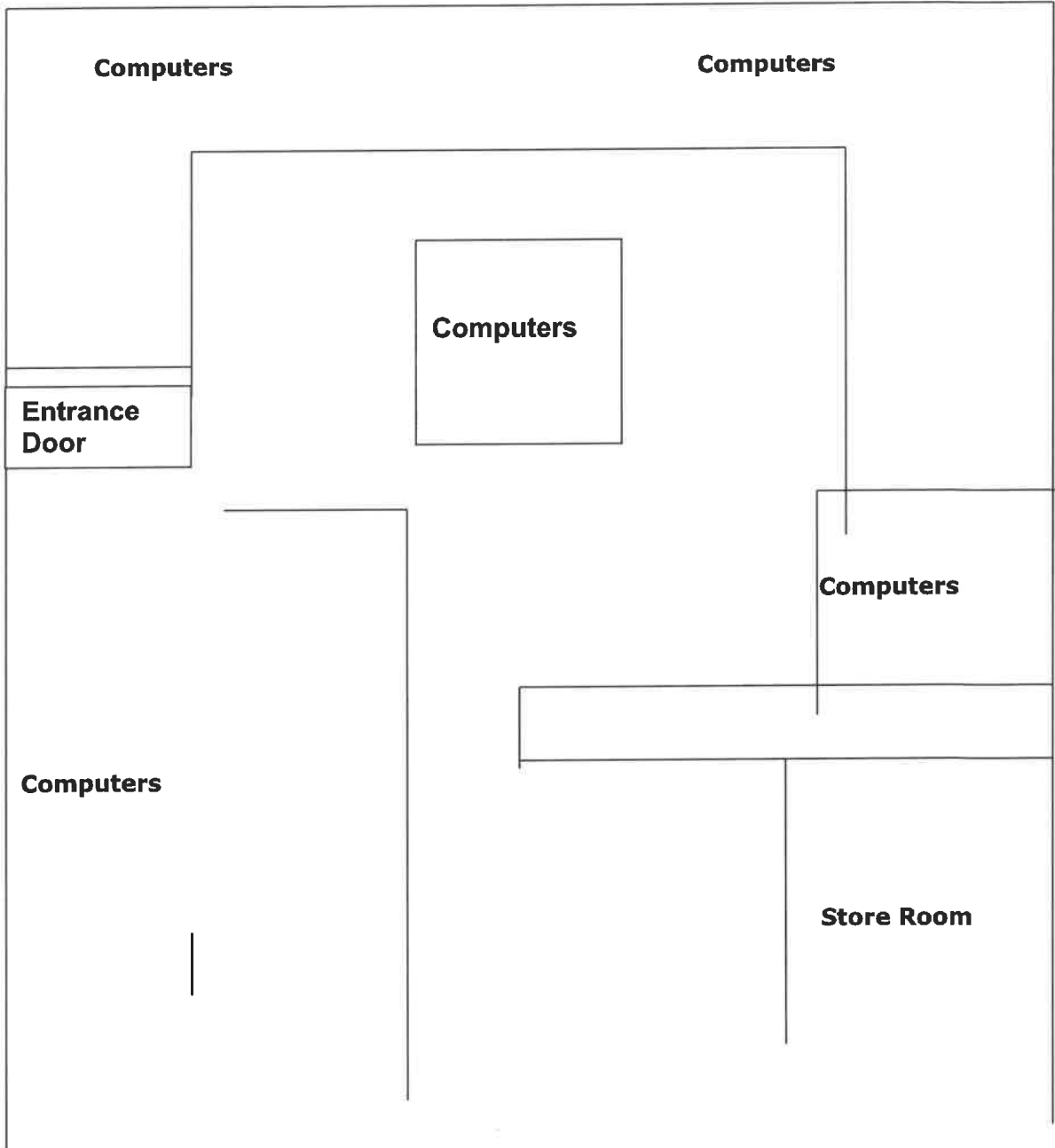
Ratification of Policy

This policy will be reviewed by the Board of Management once in every school year/as required.

This policy was reviewed by the Board of Management on ____25/02/2021_____

Signed: __Linda McEvoy   Signed: __Máire Daltúin_____
Chairperson of Board of Management   Principal

Date: ____25/02/2021_____   Date: _____25/02/2021_____

Date of next review: