

# St. Declan's National School

Bourne Avenue, Ashbourne, Co. Meath - A84KT02

School Roll Number: 19486K

Charity Number: 20201057

Phone: 01-8350594

[www.decsash.ie](http://www.decsash.ie)

Email: [info@decsash.ie](mailto:info@decsash.ie)

Twitter: @decsash



## ACCEPTABLE USE POLICY (AUP)

This policy was formulated by St. Declan's National School in consultation with staff members and in accordance with the relevant acts outlined in the policy under the legislation heading. It was ratified by the Board of Management.

It is also available to read on the school's website.

# Contents

1. Introduction
2. Rationale
3. Aims
4. Responsibilities of staff
5. School Strategies
  - (i) General
  - (i) Legislation
  - (ii) Support Structures
6. Acceptable Use for Children
  - (i) Emails
  - (ii) World Wide Web Use
  - (iii) Personal Devices
7. School Website
8. School Twitter Page
9. Parents' Association Facebook/Instagram Page
10. Distance Learning
  - (i) Aladdin Connect
  - (ii) Seesaw
  - (iii) Zoom
11. Success Criteria
12. Ratification and review of policy

# 1. Introduction

St. Declan's N.S. recognizes that access to Information Communication technology (ICT) enhances the opportunity for our pupils and staff to learn, engage, communicate and develop skills that will prepare them for many aspects of their lives. However, just like in the real world, the internet has access to people and certain kinds of information that are unsuitable for children – and may potentially have a negative impact on their attitudes, behaviour and wellbeing. It is important for us to equip our pupils with the necessary information and skills to navigate safely on the internet.

## 2. Rationale

The rationale of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

## 3. Aims

The aims of this Acceptable Use Policy (AUP) are as follows:

- To respect the use of all school ICT equipment and use it responsibly in accordance with school policy
- To treat other users with respect at all times
- To respect the right to privacy of all members of the school community
- To respect copyright and acknowledge creators when using online content and resources

- To discourage the misuse of ICT resources in a manner that would bring the school into disrepute

## **4.Responsibilities of Staff**

St. Declan's National School's computers and network are to be used in a responsible, ethical and legal manner and must be in support of the educational objectives of St. Declan's National School. Management reserves the right to monitor this usage. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance, also with system operations or other system users. Employees are here reminded that such personal use must comply with this policy.

### ***Employees will:***

- Follow the guidelines set out in this AUP.
- Supervise pupil use of ICT
- Model and provide instruction in the ethical and appropriate use of technology in a school setting.
- Maintain a curricular focus.
- Ensure all parents have accepted the AUP policy on behalf of their child (via Aladdin Connect)
- Only install software onto a school computer, ipads or network which has been approved by one of the school's I.T. co-ordinators.

## 5.School Strategies

St. Declan's N.S. will employ a number of strategies in order to maximise learning opportunities and minimise risks associated with the use of the internet. These strategies are as follows:

### ***General***

- Internet sessions will always be supervised by a teacher/SNA
- St. Declan's N.S. has content filtering at Level 4 of the Schools Broadband Network Content Filter. This level allows access to websites including games and YouTube but blocks access to websites belonging to the Category Personal Websites and Category Social Networking.
- The school will regularly monitor pupil's internet usage.
- 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.
- Virus protection software will be used and updated on a regular basis.
- Pupils will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet with the school community.

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

- The Data Protection Act 1989

### **Support Structures**

St. Declan's N.S. endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in the same.

- The school will provide Internet Safety and Cyber-Bullying talks bi-annually for pupils and guardians from 4<sup>th</sup> – 6th class.
- SPHE co-ordinator will link in with the community guard in relation to Internet Safety and Cyber-Bullying annually. (Barbara Kelly from Ashbourne Garda Station)
- Staff will engage in Continuous Professional Development in relation to the AUP, internet safety and Cyber-Bullying on a regular basis.
- The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.
- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of St. Declan's NS to any social media platform. This includes images from in- school concerts, sports day events etc.
- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring St. Declan's N.S. into disrepute.
- Parents/Guardians should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks. Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow

their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.

- Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/ren's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will cooperate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

## **6.Acceptable use for Children**

### **(i) E-mails**

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Pupils' access to email will be disabled through the Google Admin app
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- pupils will not reveal their own or other personal details such as addresses or telephone numbers or pictures.
- pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending or receiving email attachments is subject to permission from the teacher
- Pupils should not share school username or password with others
- Pupils should be aware of the dangers of viruses from email attachments

- Pupils should not reply to unsolicited emails

### **(ii) World Wide Web Use**

- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will use the internet for educational purposes only
- Pupils will be familiar with copyright issues relating to online learning
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal may be monitored for unusual activity
- Pupils will never disclose or publicise personal information
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures

### **(iii) Personal Devices**

Personal devices refer to devices such as mobile phones and electronic devices and are not to be used on school premises.

- Each pupil must ensure all his/her devices are switched off on the school premises. Devices on 'Silent' or 'Vibrate' mode are not considered 'off'. An exception to this is where the school has permitted a pupil to have a mobile phone switched on for the sole purpose of monitoring health e.g. an app for monitoring blood sugar levels. This is only permissible when approved by the school.
- The unauthorised capture of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) is in direct breach of the school's AUP.
- Pupils who are found with personal electronic devices in their possession or turned on during school hours will have them confiscated. Sanctions will

be followed in accordance with our Code of Behaviour policy and/or our Anti-Bullying policy as deemed necessary. The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities i.e. Gardaí, TUSLA, Office of the Data Commissioner etc.

## **7.School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website with the prior approval of the relevant class teacher. Posts will be monitored by the website coordinator.
- Pupils' work will appear in an educational context.
- The school will endeavour to use digital photographs, audio or video clips which focus on group activities. Photographs, audio and video clips will be used.
- Personal pupil information including home addresses and contact details will be omitted from school website pages.
- Individual and group photographs will be published on the website and first names of children only will be printed with photographs.
- Pupils will continue to own the copyright on any work published.

## ***8.School X Page (formerly Twitter)***

***The purpose of having a school X account is to provide;***

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates
- Communication with a wider audience of school life via photos of pupil's projects, notice boards, etc.

- Communication with other schools and accounts with similar educational interests

## ***9. Parents' Association Facebook/Instagram Page***

***The purpose having of a Parents' Association Facebook/Instagram page is to provide;***

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with a wider audience of school life via possible communication tours - photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, Aladdin Connect, website & now Facebook

## **10. Distance Learning**

St. Declan's N.S. will engage, with online learning tools, where necessary in order to maximise accessibility and communicate effectively in order to support pupils' learning. Consideration will be given to the fact that a proportion of pupils may not have accessibility to the internet and/or devices. Advice and guidance from the DES, OIDE and other relevant educational bodies will be consulted and adhered to when using an online learning platform.

### **(i) Aladdin Connect**

Aladdin Connect is a direct means of communication between staff and parents by using emails or notices sent through the notice board which appears as a notification on the parent's Aladdin app. Text messages may also be sent via Aladdin Connect from staff members to parents. Children cannot be directly communicated with through Aladdin Connect.

### **(ii) Seesaw**

Seesaw is a digital portfolio tool which allows pupils to store their work online and gain feedback and have work corrected by their teacher. It can be accessed on a phone, tablet, laptop or computer. It effectively enables teachers to set tasks/assignments and include instructions or templates for pupils to use at home through distance learning. Feedback and comments can be sent to pupils via Seesaw. Children can upload video and audio clips to send to teachers via Seesaw. It allows for pupil-teacher communication which should always be monitored by parents. Only the children's own individual work may be viewed in their journal during distance learning. If children's work is shared on any other official school social media platform it will be for the purpose of celebrating and acknowledging the work of pupils. Staff will try, insofar as reasonably practicable, to ensure personal details of the pupil are not revealed by sharing the pupils' work. If a parent requests that their child's work is removed from a social media platform, this will be done as soon as possible.

### **(iii) Zoom**

Zoom is a cloud-based video conferencing service which is used to virtually meet by video/audio or both while conducting a live chat. It is expected that pupils and staff will use the platform in a professional and ethical manner for the purpose of teaching and learning. Pupils participating in Zoom are expected to adhere to their normal classroom rules. Any misbehaviour or inappropriate behaviour will

be dealt with in accordance with the school's Code of Behaviour/Anti Bullying Policy.

### Guidelines for Zoom

- Pupils must be appropriately dressed
- Pupils must be in a non-private space in the house (i.e not a bedroom)
- Parents/guardian/appropriate adult is asked to supervise the meeting
- Parents consider what can be seen in the background.
- Appropriate and respectful language is expected at all times
- Teachers always invite the pupils to the zoom call and act as the host.
- Teachers can choose to mute and unmute microphones selectively to allow pupil participation and they will always be the last person to leave the meeting.

### **(iv) Google Workspace:**

- When using G Suite Apps such as Google Classroom, pupils will use approved class email accounts under supervision of a teacher or parent/guardian.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Only the teacher will have the ability to send or create work or send messages via Google classrooms.

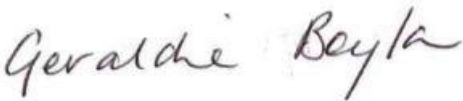

## 11.Success Criteria

- ICT is used by staff as an effective tool in preparation, planning and record keeping
- ICT is used as an additional resource to enhance teaching and learning in the school and enable distance learning remotely
- Staff encourage correct pupil use of ICT resources
- Pupils experience the Internet as an enjoyable, safe medium.

## 12.Ratification and Review of policy

The Board of Management has the right to review and propose amendments to this policy. This policy was devised by St. Declan's National School in May 2020 and was subsequently ratified by the Board of Management. The policy was reviewed in February 2024. A review will be due to take place during the 2026/2027 academic year.

Signed and dated:

	
Ms. Geraldine Boylan	Mr. Cian Kearins
<b>Chairperson of the Board of Management</b>	<b>Principal/Secretary to the Board of Management</b>
Date: 06/02/2024	Date: 06/02/2024