Scoil an Athar Tadhg

Acceptable Usage Policy

Rationale and Aims

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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 version of the AUP was created in November 2007 by the staff of Scoil an Athar Tadhg and revised in September 2023.

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 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 school will regularly monitor pupils' Internet usage.
- Students and teachers will be made aware of best practice 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 USB memory sticks and other external memory storage devices 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 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.
- 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

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

School Website

- Staff are permitted to take digital/video images for the school website but must follow this policy with regard to best practice.
- Staff are reminded regularly of best practice and at each staff meeting.
- Staff will ensure that when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of pupils' work will be co-ordinated/supervised by a teacher.
- Images to be published on the website will be selected carefully and will comply with good practice on image use.

- 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 only.

- Content focusing on individual students will not be published on the school website without written parental permission.

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

- A pupil's first name may be used.

- Pupils will continue, where relevant, to own the copyright on any work published.

- Written permission will be obtained from parents/guardians (on the attached Permission Form) on enrolment to Scoil an Athar Tadhg before any images of pupils or their work are published on the school website.

Media

- The school will make every reasonable effort to ensure that photographs or videos taken by parents on school property or of school events will be for personal use only and not for social websites (e.g. Facebook) or other public media of any description.

- The school will make every reasonable effort to ensure that content recorded by pre-arranged / approved outside agencies (e.g. television companies, newspaper photographers) will only involve groups of children. Where individual / single children are photographed or recorded, we will always seek parental permission.

- This policy will be made very clear to any individuals/companies who wish to use school photographs/recordings.

- The school will make every reasonable effort to ensure that content forwarded to the media, including social media pages will only involve groups of children. Pupils' full names will not be forwarded. A pupil's first name may be used. We will always seek the consent of a parent/guardian before forwarding images or recordings of individual children.

- Inappropriate, abusive, aggressive, threatening or intimidating comments etc of any description from pupils, parents/guardians or other adults towards pupils, staff or the school on social media is deemed unacceptable. Any such incidents will be reported to the Board of Management and/or Gardaí as appropriate.

Personal Devices

Pupils are forbidden to use their own technology (mobile phones, smart watches, game consoles, tablets etc) in school. Bringing such devices to school and engaging in activities such as leaving a mobile phone turned on or using it in school, sending text messages, or the unauthorized taking of images (still or moving) with a mobile phone camera or other device, is in every circumstance a serious direct breach of the school's Acceptable Use Policy, Code of Behaviour and Anti Bullying Policy.

Legislation

The following legislation relates to use of the Internet :

- 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 this Acceptable Use of I.T. Policy may result in disciplinary action under our Code of Behaviour and Anti-Bullying Policies. These may include 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.

Communication, Monitoring and Review

Following consultation with all staff members, the Board of Management adopted this policy at its meeting on 20/09/23
and shall be reviewed by the Board of Management and changed where deemed necessary and appropriate.

Signed: *Oliver Manley*   Date: 20/09/23
    Chairperson of Board of Management

Signed: *Cormac Duggan* Date: 20/09/23
    Principal/Secretary to the Board of Management

The Original, signed copy of this policy is available in the School Office.
This policy will be communicated to parents via the Parents Association and to the Board of Management.

Parental/Guardian Consents

Photographs of Students:
The school maintains a database of photographs of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at school. Photographs may be published on our website, on our achievements wall, local and national newspapers and similar school related publications. In the case of website photographs, students full names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website or any publication mentioned above you should write to the school principal.

☐ I give permission for samples of my child's work (poetry, short stories, book reviews, drawings, multimedia presentations etc.) to appear on the school website with their first name.

☐ I give permission for photographs of my child in a group to appear on the school website, local and national newspapers and school-related publications.

Please tick the two boxes above <u>if</u> you give permission.

Parent/Guardian Signature: _____

If you wish to withdraw this consent at any time you should do so in writing to the school principal.
<u>Please Note:</u> The Board of Management cannot be held responsible for pictures/ videos taken by parents at school events.

Internet Usage:
I allow my child (Name): ……………………………………………………. to use the Internet in school and accept school rules on this matter (see Internet Acceptable Use Policy available at www.athartadhg.ie under the Policies section).
Parent/Guardian   Signature: _____