Scoil Náisiúnta
Oideachas le Chéile
Baile Átha Cliath 7

**Dublin 7 Educate Together
National School**

Acceptable Use Policy

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Introduction:

Dublin 7 Educate Together National School D7ETNS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills. To that end, we provide access to ICT for student use. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner.

The Board of Management of D7ETNS reserves the right to amend this policy to adapt to changing circumstances entirely at its discretion.

Purpose:

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using current and future school technologies. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in the D7ETNS Code of Behaviour.

This policy should therefore be read in conjunction with the D7ETNS Anti-Bullying Policy and D7ETNS Behaviour Policy.

Scope:

This policy has been drawn up to protect our students from the risks associated with the Internet while they are at school. Parents and guardians are advised however that while the children may be given internet-based homework assignments from time to time, the school takes no responsibility for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

Policy Statement:

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet while they are in school. These strategies are as follows:

General

- Children will be taught about safe internet usage during each academic year before accessing the internet in school. Internet safety posters will be displayed by teachers.
- Students, parents/guardians and staff are advised to visit websites such as www.webwise.ie and staysafe.ie for information on the safe usage of the internet.
- Staff will receive regular CPD on Internet Safety
- The school's filtering system will be used in order to minimise the risk of exposure to inappropriate material in school.
- ICT sessions will always be supervised by a staff member and children's use of the Internet will be monitored.
- Teachers using interactive whiteboards and projectors will be particularly vigilant and will preview the material being presented in order to ensure that it is age appropriate and

adheres to the conditions of this AUP.

- Students should not upload or download software, music or videos without prior permission from a staff member.

- The use of any form of removal storage (such as memory sticks, CD-ROMs etc.) must be with the permission of a staff member.

- 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. Good netiquette will be demonstrated to the children through activities on sites such as www.webwise.ie

- Parents/guardians and students should not request to "friend", "follow", "add" or "tag" a member of staff in the school on social networks. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore social network requests.

School images:

- Staff will educate students about the risks associated with the taking, using, sharing, publication and distribution of images. In particular, teachers will recognise the risks attached to publishing their own images on the internet

- Staff are permitted to take digital/video images to support educational aims but must follow school policies concerning the distribution of those images.

- When taking digital/video images ensure that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute

- Students must not take, use, share, or publish images of others without consent

- Pictures to be published on the school's website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use

- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs

- Permission from parents/guardians will be obtained before photographs of students are published on the school website using the school's standard permission form

- Student work can only be published with the permission of the student and parents/guardians

- Staff will immediately remove any photo from website at the request of parent, guardian or past pupil.

School Use of the World Wide Web

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will use the internet for educational purposes only.

- Students will be taught about copyright issues relating to online learning. Students who copy information or images from the Web into their assignments will acknowledge the source.

- Students will never disclose or publicise personal information.

- Students will be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored

Email
- Pupils will use email under supervision by or permission from a staff member.

- Students will not send or receive any material that is illegal, obscene or defamatory, or material 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.

- Photographs of students will only be sent with the permission of the staff member

- Students will note that sending and receiving email attachments is subject to permission from their staff member.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- If students have any concerns about the content of any e-mail they receive at school, they will inform a member of staff immediately.

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Internet chat and forums
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school – Seesaw, Zoom. Google Classroom, Google Meet, Padlet, Skype, Microsoft Teams, Class Dojo, Times Tables Rock Stars. This list will be updated on an ongoing basis.

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

- Face-to-face meetings with persons on the internet are forbidden, unless it is as part of a school project and with the staff member's permission.

School Website
- Students will be given the opportunity to publish projects, artwork and other school work on the School Website. The publication of students' work will be co-ordinated by a staff member.

- Photographs,video and audio clips of children may be used on the website. These will be published with permission using the school's standard permission form which is signed on accepting a place in the school. We do not publish the name of any child alongside their image. These will be removed if requested to do so by parent, guardian or past pupil.

- Personal information including home addresses and contact details will not appear on the school web site.

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

- Students who copy content from the Web onto the school website or blog must ensure they are permitted to use this content and should acknowledge the source.

Online Collaboration through Blogging and Other Platforms

D7ETNS recognises that online collaboration supports education and we may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school blog. When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.

Mobile Devices

- D7ETNS may provide students with tablets, digital cameras, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same acceptable use policy, when using school devices off the school network, as on the school network.
- Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to a staff member immediately.
- Each student / pair of students will use the same tablet number throughout the school year to facilitate monitoring of tablets.
- Use of school issued tablets will be monitored.
- Staff member will decide what apps are appropriate for their class.
- Students must not move away from the app their staff member has opened for them to work on unless they have been instructed by a staff member.
- Students may not access the Play Store or download apps to the tablets. Students may not delete or move apps or folders.

Personal Mobile Devices

- Students may not use personally owned digital devices in school.
- Appropriate online behaviour and adherence to the acceptable use policy should always be used.
- The school will take no responsibility for loss or damage to personally owned digital devices when in the child's possession.

Use of Mobile Phones / Smart Watches

Students

- In exceptional circumstances, parents may apply in writing for permission for their child to bring a mobile phone / smart watch to school. A form is provided for this purpose at the school office.
- Permission must be renewed annually.
- No child may bring a mobile phone / smart watch to school unless the Principal has given permission in writing.
- Students' personal phones / smart watches may only be used during the school day if necessary, for medical purposes e.g. to assist with diabetes monitoring.
- Otherwise Students' phones / smart watches must be switched off during the school day and not turned on again until 2.10pm or switched to school mode on the watch.

- Where children have permission to have their phone in school, they must leave it in the office during school trips unless required to assist with medical monitoring e.g. diabetes
- Students are not permitted to use phones / smart watches as cameras under any circumstances in school, on school trips or during extra-curricular activities.

Staff

All staff members keep their phones on silent during school times.

Staff may take photographs of the children using their personal device for recording or supporting educational activities only. Content may be uploaded to an approved service only for an approved purpose – e.g. Seesaw, School Website

SNAs may need to be contactable during the school day with parents in relations to care needs of students. ·

Teachers and SNAs switch on phones when out of the school on trip.

Security

We ask that our students use common sense if they think a website does not look 'right'. They must not click on anything they feel is not right.

Students are expected to alert a staff member immediately of any concerns for safety or security.

Personal Safety

- If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the immediate attention of a staff member if they are at school or a parent / guardian if they are at home.

Stay Safe tells children to Stop Block and Tell:
STOP – don't reply to the message but do take a screen shot
BLOCK– block the sender
TELL – a trusted adult

- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birthdates over the Internet.
- Students should never agree to meet someone they meet online in real life.
- Students' images will not be shared online on d7educatetogether.com without explicit expressed permission from their parents / guardians during the enrolment process.
- Students must not take, use or share images of or from other students on school online platforms.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

Pupil Code for Online Interactions

- **Behaviour**

Be respectful of other people's views and their work

Do not engage with online trolls or cyberbullies and report online trolls and cyberbullies to an adult. If the website you are using has a 'Report' function, use it.

- **Language**

Always use positive language online and be careful using capital letters, exclamation marks and emojis as these can change the meaning of what you're writing.

Remember that comments will stay on the internet forever.

- **Copying**

Don't take credit for other people's work and make sure to say where you got your information from.

- **Judgement**

Don't believe everything you read on the internet. Use your judgement and try to become aware of fake or untrue content.

Try to find more than one source for your research.

- **Privacy & Safety**

Never give out personal information of your own or the information of other people. This includes full name, address, school, phone number etc. Be sensible and safe. If you ever come across something that upsets you, tell an adult.

Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images from the Internet, for inclusion on our school blog.
- Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.

Cyber-Bullying

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will be dealt with in accordance with the school's Code of Behaviour and Anti-Bullying Policy.

- Should students engage in online activities intended to emotionally harm another person on a site not controlled by the school, the school will ask parents / guardians to refer this to the site provider.

- Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in D7ETNS

- In some cases, cyber-bullying is a crime. D7ETNS is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) and will act as required. The school will support students, teachers and parents / guardians in dealing with cyberbullying.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Classroom, Google Meet, Zoom, Seesaw, Padlet, Skype, Microsoft Teams, Class Dojo, and other platforms approved by the principal, to assist with distance teaching and learning.

- The school has signed up to the terms of service of the online platforms in use by the school. The school has enabled the most up to date security and privacy features which these online platforms provide.
- Staff members will adhere to school guidelines on the use of platforms for live engagement.

- Previously agreed upon usernames must be used to access the meeting.
- Parents/guardians must agree to monitor their child's participation in any such lessons and to be in the room with the child for any one-to-one meetings or classes.

Code of Behaviour for Online Classes or Meetings

Our Code of Behaviour for online classes or meetings is, like our Code of Behaviour at school, based on respect for oneself and others. We expect the same high standards of behaviour as we would in school.
To help us get the most benefit from teaching and learning online, we ask that the following guidelines be followed:

- Be aware of your surroundings. Choose a room with as little distraction as possible but with an adult close by.

- Be mindful of noise from other people or pets.

- Ensure that you have a clean, work-appropriate background with good lighting. It is worthwhile testing out your camera and audio before your start. Try to have all of your head showing especially your mouth, this ensures everyone can see who is talking.

- Mute your microphone when you're not speaking. Only turn it on if you are invited to speak. Muting your microphone when you're not speaking allows others to share their thoughts without distraction or frustration.

- Use the hand icon to show you would like to speak

- Do not use the chat function unless invited to by your teacher. Be respectful at all times when using Chat.

- Eliminate distractions and focus on the class or meeting. If you are using your phone/tablet or laptop to attend the online class or meeting, close all other apps and mute notifications.

- No eating allowed during online classes or meetings

- Stay seated and stay present during online classes or meetings. Do not leave the room or talk to others not participating in the class or meeting

- No unauthorised recording of online sessions

Sanctions:

If you do not follow these guidelines and repeatedly disrupt your own learning and that of others, you can be removed from the class or meeting, either for a specified period or for the entire session.

If the poor behaviour is repeated, the teacher, in the first instance, or the principal, will engage with you and your parents or guardians.

Staff Guidelines for Using Zoom

Zoom has many controls meeting hosts can use to maximise the privacy and security of their meetings. At D7ETNS we will configure Zoom, by default, to ensure meetings are as secure and private as possible. These default settings are:

Meeting access

1. Unique meeting IDs which are automatically generated are required for each meeting or series of meetings
2. Passwords are required for meetings.
3. Participants are not allowed to join before the meeting host.
4. All participants are placed in a "Waiting Room" and are admitted to meetings by the host.
5. Participants cannot re-join if the host has removed them except at the host's discretion

One-to-one Classes or Meetings

One-to-one classes or meetings between individual children and teachers or SNAs can only take place with an adult in the room with the child

Group Classes or Meetings

Staff should engage with children using the same level of professionalism as in school – the environment may seem more informal but be wary of adopting an approach that could be considered too casual

Data Protection Responsibilities

- Staff are personally responsible for ensuring the confidentiality of a student's personal data.
- Passwords should not be 'remembered' on any personal or classroom device.
- If student information is put onto a USB, the files on the USB must be encrypted.
- Staff should log off any workstation (CTRL+ALT+DEL) once finished.
- When communicating information about pupils, staff should use codes/abbreviations or numbers, rather than pupil names.
- Every effort should be made to not view information of staff or pupils in public (on public transport or in public places).
- If your job involves the processing of personal data (data that identifies a living individual), this must be done in accordance with General Data Protection Regulation (GDPR) May 2018.

Recordings & Transcripts

- Messages sent via chat are not saved.
- Participants cannot save a transcript of the call.
- Permission must be sought to record any aspect of an online meeting.

Additional security

- Files cannot be transferred via chat
- Only the host can share their screen unless the host asks a child to do so

Recommendations

All staff must use D7ETNS Zoom account rather than any personal Zoom account.

Further information on Zoom security features are available here www.zoom.us/security

Violations of this Acceptable Use Policy

Violations of this policy in D7ETNS may have disciplinary repercussions, including:
Suspension of ICT privileges.
Notification to parents/guardians in most cases.

Sanctions in accordance with the D7ETNS Code of Behaviour and Anti-Bullying Policy.

The school also reserves the right to report any illegal activities to the appropriate authorities.

We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.

Support Structures

The school will regularly update students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Roles/responsibilities:

The Board of Management is responsible for the formulation of this policy.

The Principal and teaching staff are responsible for the implementation of this policy during the school day.

Parents and guardians are responsible for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

Related documentation:

www.webwise.ie
Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017)

Video Recordings Act 1989

Interception Act 1993

Data Protect Act
The Policy has been ratified by the Board of Management in March 2024

Chairperson *Pat elle*

Principal *Fionnala McHugh*