

Mary, Mother of Hope Junior National School.

Appendix 3 -

Acceptable Usage Policy Digital Technologies & The Internet

The aim of this policy is to ensure that pupils benefit from the learning opportunities offered by the school's digital technologies and internet's resources in a safe and effective manner.

Teachers and pupils will have access to digital technologies, digital platforms and websites offering educational resources, news and current events. There will be opportunities to communicate and exchange information with students and others worldwide.

Staff will have the opportunity to access educational materials and good curriculum practice; to communicate with advisory and support services, professional associations and colleagues.

Digital technologies and digital platforms are used to create and support good communication and to foster links between school and home.

Use of digital technologies and internet access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to these privileges will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the Board of Management and teachers will revise the AUP regularly. Before signing the AUP should be read carefully to indicate that the content is accepted and understood.

School's Broadband Connection

The Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity, hosted services including content filtering, security services including anti-virus control and a centralised firewall. The school avails of level 5 content filtering.

Details of the school's broadband programme and content filtering overview is available <https://www.pdsttechnologyineducation.ie/technology-infrastructure/schools-broadband-programme/>.

Anti virus software is up to date and installed on all laptops and PC's.



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Digital technologies and the internet are used in a variety of ways in our school

1. Teaching Resource

Digital technologies and the internet are used by teachers as a resource to support teaching and learning in the classroom. This includes using interactive panels and projectors, visualisers, iPads and other digital technologies throughout the school day. Teachers will access websites, videos, online educational games and resources to support the delivery of the curriculum. As with all approaches and methodologies great care is taken by staff to ensure that content accessed online is appropriate and supports children's learning. To support this, the school aims to use digital content created by publishers of the curriculum schemes used, quality open source material with a clear educational focus, content recommended by the PDST Technology in Education and the school may from time to time invest in paid subscriptions to platforms such as Discovery Education to provide a bank of useful and suitable resources.

Staff are aware of the need for balance in relation to the types of resources used to provide children with access to the curriculum and are aware of the need to manage children's access to screen time during the day. Access to screen time as a recreational resource is only used on occasion as a treat or special occasion during the year.

2. Learner Experience

Pupils in all classes use a range of digital technologies throughout the school day. Pupils may engage in digital projects with children in other schools. During the course of these projects pupils may send video clips, photos and may chat using Microsoft Teams or other similar technology. Pupils will always be supervised during these projects. If pupils are participating in any of these projects parents will be notified beforehand.

All pupils are taught the Rules for Safe Internet Use:

- Always ask for permission from a grown up to use the internet.
- Always ask a grown-up for help if you see anything strange or unusual.
- Don't download or install anything without asking a grown-up first.
- Remember, not all games and videos are for children.
- Don't talk to strangers online and don't tell them where you live.

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Access to the internet depends upon the class level

Junior and Senior Infants

1. Teachers access on-line resources, videos, interactive games etc.
2. As part of a planned curriculum, children will have access to pre-approved online resources and games.

1st and 2nd Class

1. Teachers access on-line resources, videos, interactive games etc.
2. As part of a planned curriculum, children will have access to pre-approved online resources and games.
3. Pupils may only carry out research for school projects on several approved websites listed below. These websites can be accessed through the school iPads and desktops. Each website is saved to the device's favourites folder and children are not permitted to type web addresses themselves.

Scoilnet	www.scoilnet.ie
Dk Findout	www.dkfindout.com
Brittanica Schools	www.school.eb.co.uk
Kiddle	https://www.kiddle.co/

4. Teachers may demonstrate the use of general search engines such as Google but pupils may not use these search engines themselves. Teachers will always have carried out the search in advance and checked the link they wish to open.



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3. Cloud storage and school administration

Teachers are provided with access to Aladdin for the classes they are working with, an email account, a Microsoft One Drive account, a Lynx Whiteboard account and have shared access to a Microsoft Teams drive to store and share plans, resources and student files.

Administration staff and senior management are provided with access to all platforms from all devices. Special Needs Assistants are provided with a school email account.

All data is stored securely and in line with the schools GDPR guidelines.

4. Communication with Home and the Wider Community

Aladdin The school uses Aladdin software management system and Aladdin Connect to facilitate communication between school and home about school news, children's attendance, school outings and other school business.

Seesaw Seesaw digital learning platform provides a private space for children to share and celebrate their work both from school and from home. Children complete homework on Seesaw weekly by sharing, videos, audio clips and photos of active and hands on learning from home.

Seesaw's messaging function is available to classes to use as a means of communicating news from school with parents.

School Website The school website is open to the wider community and provides information about our school, policies and practices and allows people from the wider community and beyond to learn about and get in touch with our school. The blog feature on the school website allows the school to share news about our school.

Twitter The school may use twitter to communicate school updates, celebrate special occasions, to share information about school life and education with the wider community.



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School's Strategy Towards Safe Usage of Digital Technologies and the Internet

The school will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. The school recognises that while regulating access to digital technologies and the internet is important, its use should be balanced by educating students to take a responsible approach.

1. Internet Safety and Responsible Internet Usage

- ✓ As part of the schools SPHE programme, all classes complete internet safety lessons.
- ✓ The school participates in Safer Internet Day activities to highlight the importance of safe and responsible internet usage.
- ✓ Information is shared with parents about safe and responsible internet usage. Details of webinars and information for parents are shared throughout the year.

2. Capturing and Storing Media (photos and videos)

Each classroom and SET room are equipped with an iPad to take photos and videos to record children's work and activities. Staff will regularly remove images from the iPad to save on the secure school cloud.

3. Guidelines used to maximise learning opportunities and reduce risks associated with the Internet

- ✓ New staff are provided with a copy of this AUP and staff are reminded of key points at the first staff meeting of the school year.
- ✓ A teacher will always be present during Internet sessions.
- ✓ Websites will be previewed/evaluated for suitability by teachers before being integrated into lessons.
- ✓ Access will be allowed to websites approved by the teacher only.
- ✓ A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- ✓ Uploading and downloading of non-approved software will not be permitted.
- ✓ Virus protection software is used and updated regularly.
- ✓ The use of personal memory devices by pupils in school is not allowed.

4. Guidelines when using the Internet

- ✓ Teachers and pupils will only access websites that have been approved by the teacher. In the event of accidentally accessing any unsuitable websites, teachers will immediately turn off the monitor and follow the steps outlined in the reporting system for teachers.

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- ✓ Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- ✓ Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- ✓ Students will use the Internet for educational purposes only.
- ✓ Students will not copy information into assignments and fail to acknowledge the source.
- ✓ Students will never disclose or publicise personal information.
- ✓ Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- ✓ 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.

5. Guidelines when using Email

- ✓ Pupils will use the school or class email accounts under supervision by a teacher.
- ✓ All correspondence via email will be read by the teacher before the children receive or send email.
- ✓ If pupils are participating in an email project with children from another school parents will be informed of the nature of the project and of its duration.
- ✓ Staff are asked to use school emails only for school business.

6. Guidelines when using School Website and Social Media

- ✓ The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- ✓ The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- ✓ Personal student information including home address and contact details will be omitted from school web pages.
- ✓ The school website will avoid publishing the first name and last name of individuals in a photograph.
- ✓ The school will ensure that the image files are appropriately named - will not use students' names in image file names.
- ✓ Students will be asked for their permission before any student work is shared on the school website and they will continue to own the copyright on any work published.

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7. Internet Chat

- ✓ Use of internet chat rooms or discussion forums of any kind is not allowed.

8. Personal Devices

- ✓ Students are not permitted to bring their own devices to school. Students are not permitted to bring any smart devices to school including tablets, phones, smart watches with cameras or any device with a camera. Unauthorized taking of images with any device is in direct breach of the school's acceptable use policy.
- ✓ All teaching and administration staff are provided with laptops and/or pc's to access emails, cloud storage and to support teaching and learning.
- ✓ Staff are asked not to use their own devices for school business with the exception of Special Needs Assistants who access school email accounts on their personal phones or on the shared staff room PC. These emails will not contain information about individual children and will focus on whole school communication.
- ✓ School laptops are made available for substitute and student teachers. Substitute and student teachers are not permitted to use personal devices.

9. Reporting System for Staff

- ✓ Teachers will immediately turn off the flatscreen or projector monitor if they come across inappropriate material.
- ✓ Non-teaching staff will immediately close a device if they come across inappropriate material with a child and report the incident to the class teacher and/or the Principal and/or IT co-ordinator.
- ✓ The teacher will inform the Principal and/or the IT co-coordinator of the incident.
- ✓ The Principal and/or the IT co-ordinator will, where it is deemed necessary contact the parents of the child/children to inform them of the incident.

10. Sanctions

Misuse of the internet may result in disciplinary action, including 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.



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11. School Guidelines for Staff when using the Digital Technology, the Internet and Email

- ✓ Teaching staff have ultimate responsibility for children's use of digital technology and the content that children have access to.
- ✓ Teachers will preview any website or online resources which they intend using with the children prior to accessing it with the children.
- ✓ All online resources intended for use with the whole class/small groups/individuals are evaluated by teachers to ensure high quality, age appropriateness and close curriculum links.
- ✓ Online resources used are referenced in teacher's fortnightly plans and Cúntas Míosúil.
- ✓ School email addresses are for school purposes only and staff are asked not to use personal email addresses for school purposes.
- ✓ Staff will not upload, download or otherwise transmit material that breaches the school's copyright agreement.
- ✓ Staff will not disclose or publicize personal or confidential information for example pupils or colleagues home addresses, telephone numbers etc.
- ✓ Staff will not examine, change or use another person's files user name or passwords. Staff will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or management reasons.
- ✓ Staff will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- ✓ Staff will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Helpful Internet Safety Websites for Parents

- www.webwise.ie
The Internet Safety website in Ireland which provides advice and information for teachers, students and parents to help make online experiences positive and safe.
- www.pdsttechnologyineducation.ie
The Professional Development Service for Teachers Technology in Education
- www.makeitsecure.ie
Make ITsecure is a national awareness and information site focusing on the issue of IT security, specifically phishing; spyware and identity theft.

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- www.safeinternet.org

The European e-safety awareness raising network aims at empowering users to benefit from the positive aspects of internet use whilst avoiding the potential risks.

Internet Safety Legislation

There is no specific legislation governing Internet safety at school level. Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one.

There are, however, a number of legislations that have relevance to Internet safety. They are briefly described as follows:

Data Protection Act 1988

This act was passed in order to deal with privacy issues arising from the increasing amount of information kept on computer about individuals.

Data Protection (Amendment) Act 2003

This amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Child Trafficking and Pornography Act 1998

This act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.

Interception Act 1993 (The Interception of Postal Packets and Telecommunications Messages Regulation Act 1993).

This act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.

Video Recordings Act 1989

This act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer. It would apply where someone in the State supplied this kind of video over the Internet.

