



St. Nicholas' Parochial School

Acceptable Use Policy

November 2024

Acceptable Use Policy (Access to Internet)

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. This vision of the AUP was created in November 2012 and endorsed by the Board of Management.

School Strategies

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:

- Access to internet will always 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 internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- The school will regularly monitor pupils' internet usage.
- Parents and teachers will be provided with training 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 personal USB sticks or CD-ROMS in school is not allowed.
- Pupils 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.
- In the event of school closure, allocated assistive technology may be sent home if requested by parents.

World Wide Web

- Pupils will use the internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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.
- Pupils will not visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- Pupils will be taught appropriate use of the internet, using the webwise.ie teaching materials.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.
- Teachers will communicate with children through parent email addresses.
- Where consent has been given, teachers will communicate with children on the learning platform Seesaw and children can communicate with their teacher.
- Children can not communicate with each other on this learning platform.

Communication with school

We encourage Aladdin as our main form of communication between home and school.

If email is your preferred form of communication, please try to limit this communication to working hours, to support our staff's well-being and the right to disconnect outside of working hours.

Internet Chat

- Pupils will not have access to chat rooms, discussion forums or other electronic communication forums.
- Usernames (e.g. for chess competitions) will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat is forbidden.
- Zoom is used for in-school assemblies and events organised by the teacher.

School Website and Social Media Platforms

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website and social media platforms
- The publication of student artwork will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the public gallery of the school website or social media platforms.
- Instead, photographs, audio or video clips will focus on group activities and children's work.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages or social media platforms.
- Pupils will continue to own the copyright on any work published.
- Photos/videos of children will be shared with a designated teacher.
- Under no circumstances is it permitted for anybody other than designated members of staff to take photos or videos of any pupils at any school events.

Bring Your Own Device

- The school's AUP in relation to BYOD (Bring Your Own Device) states clearly that it is the responsibility of the pupil and their parent/guardian regarding student devices. The responsibility for the device (including breakages, cost of repair etc.,) will not be the responsibility of the school. The device must be used appropriately, strictly in line with the school's AUP i.e. email, photographs, recordings etc. (Please note points on Page 2 and 3)

Legislation

- The school recommend parents to familiarize themselves with the following information:
 - Data Protection (Amendment) Act 2003
 - Interception Act 1993
 - Video Recordings Act 1989
 - The Data Protection Act 1988