***Scoil Niocláis***

***Frankfield***

***Grange***

***Cork***

**Internet Acceptable Usage Policy**

The aim of this Acceptable Use Policy is to ensure that the pupils of Scoil Niocláis, Frankfield 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This version of the AUP was reviewed by the teaching staff, members of the Scoil Niocláis Parents Association and Board of Management of Scoil Niocláis in June 2020 to include Distance Learning.

**School’s Strategy**

Scoil Niocláis employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

**General**

* Connection to the Internet will always be via the Department of Education & Science approved Schools Broadband Network.
* A teacher will always supervise Internet sessions.
* The school will regularly monitor pupils’ Internet usage.
* Students 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, by pupils, of memory sticks and other digital storage media in school requires a teacher’s permission and supervision.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti – Bullying Procedures)

**World Wide Web**

* Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the internet for entertainment purposes. However, all websites will be vetted by the class teacher. Children are not allowed use social media accounts or record images, audio or video of other pupils or staff
* Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
* Students will never disclose or publicise personal information.
* Students will not intentionally visit Internet Sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials to their class teacher.
* Downloading 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.

**E-mail/Internet Chat**

* Students will use approved class email accounts under the supervision of or with 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/files is subject to permission from their teacher.
* Students are forbidden from accessing personal e-mails, social media or other electronic communication fora in school
* Students will only have access to discussion forums or other electronic communication forums that have been approved by the school.
* 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.
* Face-to-face meetings with someone organised via Internet chat is forbidden.

**School Website/APP**

**Please note that the following points apply to the school’s website and school app.**

* Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website/school app.
* The website/app will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details by website coordinator.
* The publication of student work will be co-ordinated by a teacher.
* Pupils’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* Digital photographs, audio or video clips of individual students will not be published on the school website/app. Instead photographs, audio and video clips will focus on group activities. Video clips will not be password protected. Content focusing on individual students will not be published on the school website/app without parental permission.
* Personal pupil information including home address and contact details will be omitted from school web pages/school app.
* The school website/app will avoid publishing the first name and last name of individuals in a photograph. Any exception to this rule will necessitate the school seeking parental permission.
* The school website/app will ensure that all image files are appropriately named i.e. will not use pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own the copyright on any work published.

**Internet**

The internet has become a two-way communication system for the school and the wider community. Services such as You Tube, SeeSaw, School App, Email, Zoom, Aladdin are being used by the school to communicate with parents, staff and the Board of Management and also for parents and staff to communicate with the school. These services, some of which are not owned by Scoil Niocláis, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to school staff and to parents. The internet is open to potential dangers when used inappropriately.

The school asks;

* 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, Instagram, Snap Chat, Tik Tok etc. until they are the appropriate age.

**YouTube**

The content filtering level on Staff PCs has been changed to level 4. YouTube can now be accessed on them. These PCs have been labelled with a red sticker next to asset tag. PCs in the Computer room, at the back of classrooms and infant PCs are on Level 3 of content filtering. YouTube cannot be accessed on them.

YouTube is used in the classroom under the following conditions:

* If a teacher wishes to integrate a YouTube video into a lesson, the video must be fully previewed/evaluated prior to its classroom usage for inappropriate language and content.
* Teachers must set up the video so that students do not watch advertisements before the video starts.
* Teachers must remove advertisement boxes on YouTube videos so that the students do not see them.
* Staff members must not allow children to work on a Staff PC on which YouTube has been enabled.
* PCs cannot be swapped without the consent of IT co-ordinator.
* If a user accesses material which is considered inappropriate for schools, this should be reported to the Principal or Deputy Principal.

**Aladdin**

Security and Access

* Aladdin can only be accessed on a Staff PC in the school. The exception to this are the School Principal, Deputy Principal and School Secretary who will at times need to access Aladdin on their personal devices after school hours.
* For Continuity of learning and to aid communication during periods of distance learning the staff may access Aladdin on their personal computers at home. The school asks that having used Aladdin the teacher logs off immediately and wipes the history of any files that may have automatically downloaded onto their computer.
* Teachers may also access Aladdin from their home computers for the purpose of school report completion. The school asks that having used Aladdin the teacher logs off immediately and wipes the history of any files that may have automatically downloaded onto their computer.
* During the summer holidays, Aladdin is only accessible to the Principal, Deputy Principal and School Secretary. The exception to this will be for the duration of the Covid 19 crisis.
* In order to protect the information that is accessible on Aladdin, staff members should not divulge their login details to third parties.
* If a staff member believes that someone else may have discovered their password, the password should be changed immediately.
* If a PC is remembering a staff member’s Aladdin password, the staff member should delete saved passwords from the browser (see [\\NAS\share\IT Admin Resource\How to solve IT issues](file:///%5C%5Cnas%5Cshare%5CIT%20Admin)).

Downloading files on school computers

* Staff members can only download documents from Aladdin on a Staff PC (i.e. never a computer room PC). Any computer a student has access to should not be used for this.
* After reading or scanning a downloaded file, staff members must immediately delete this file from the download history of the PC (see [\\NAS\share\IT Admin Resource\How to solve IT issues](file:///%5C%5Cnas%5Cshare%5CIT%20Admin)).

**The School App**

* The Scoil Niocláis school app is now the school’s main communications channel and administration processing platform for parents and guardians. It provides a single touch point where all of the school’s published news and information can be quickly and easily accessed through a parent’s phone.

Security and Access;

* The school app can only be accessed by teachers and the school secretary for the purpose of sending messages to the general parent population /class/ small group and also to send personal notifications to parents.
* The publication of student work on the App will be co-ordinated by a teacher.
* Digital photographs, audio or video clips of individual students will not be published on the school App. Instead photographs, audio and video clips will focus on group activities.
* Content focusing on individual students will not be published on the school website/app without parental permission.
* Personal pupil information including home address and contact details will be omitted when publishing photographs or school work on the app.
* The school app will avoid publishing the first name and last name of individuals in a photograph. Any exception to this rule will necessitate the school seeking parental permission.
* Pupils will continue to own the copyright on work published
* Parents will submit personal notes regarding their child’s profile including their medical needs. On a day to day basis parents will communicate absence, late note, permission to leave early, consent forms etc.
* Parents will also use the school app to pay school monies e.g. book rental, art, photocopying, school tours etc
* The App provides parents with a link to the school uniform suppliers and relevant booklists.
* The school app is used to send out reports to parents with their consent.

**Direct Communication using the Internet.**

Teachers in the school may choose to use a number of tools for classroom/school wide communication. Examples include, Google Classroom, SeeSaw, Zoom and Class Dojo.

**Security and Access**

* All platforms will be password protected.
* All people involved will be issued with a code for inclusion
* An adult family member is expected to supervise children who are engaging with these platforms. They should monitor all online interactions from the pupil.
* Students are enabled to add activities they have worked on during distance learning including photos, work sheets , drawings and voice recordings.
* Never upload photos of the pupils themselves or any other persons.
* Work uploaded will be respectful of all pupils and staff members and in line with the school’s code of behaviour.

**School Devices**

Scoil Niocláis loans out devices for the purpose of remote learning due to Covid 19 restrictions. We ask that the following agreement be signed by the parents accepting these devices on behalf of their children

**Assistive Technology Use Agreement please find attached Appendix A**

**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.

Reviewed and ratified by the Board of Management of Scoil Niocláis on 04/06/2020

Signed on behalf of the Board of Management of Scoil Niocláis

………………………………………………………..

Chairperson Board of Management

Date: ………………………….

**Appendix A**

**Scoil Niocláis Assistive Technology Use Agreement**

I wish to apply for, and confirm that I am willing to accept the
responsibility for, taking into my possession a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (item of
Assistive Technology) for the period of the school closure due to Covid 19
restrictions.

I confirm that I have read, understood and agree to the attached ‘Terms and
Conditions of Use’ and am willing to take responsibility for the Assistive
Technology subject to these ‘Terms and Conditions of Use’ and such other
policies as are determined by Scoil Niocláis

By accepting this ‘Assistive Technology Use Agreement Form’, I agree to the
terms and conditions of use and accept delivery of the Assistive Technology.

\*Assistive Technology Use Agreement \*

\*Guidelines for Use and Terms and Conditions\*

1.    The \*Assistive Technology\* remains the property of Scoil Nioclais

2.    The Assistive Technology is covered under school insurance however;
the user must take reasonable care to avoid damage or loss. All leads and
accessories are to be stored safely. The school is not in the position to replace or repair any damaged, lost or stolen equipment/accessories during the Covid pandemic period.

3.    The Assistive Technology has been provided for school related use.

4.    All major Assistive Technology faults to be reported to the school office by email only during the current period at this address scoilnioclaisfrankfield@gmail.com

5.    The Assistive Technology is for the agreed pupil usage and must not
be transferred to a third party.

6.    Please make every effort to securely store the Assistive Technology.

7.    I will use the Assistive Technology lawfully and in accordance
with Scoil Nioclais acceptable usage policy.

8.    I will not sell, assign, transfer or otherwise dispose of the
Assistive Technology.

9.    If my status changes with Scoil Nioclais, or if I breach any of these
terms or conditions, Scoil Nioclais, may revoke this arrangement by giving
me written or electronic notice.

10. I will take due care of the Assistive Technology package at all times,
including:

* + The assistive technology should be kept in it’s accompanying covers at all times
	+ Not leaving the Assistive Technology unattended in a public place.
	+ Not leaving the Assistive Technology in an unattended or unsecured vehicle.
	+ Not allowing the Assistive Technology to be accessed by any other person (unless authorised by Scoil Nioclais).
	+ Not allowing the Assistive Technology to be interfered with, tampered with or altered by a third party or otherwise except in accordance with acceptable usage policy of Scoil Nioclais
	+ Ensuring due care is taken in the handling, transporting and usage of the Assistive Technology.

11. If the Assistive Technology is lost, stolen or damaged I will advise
the Principal S. Bn. Ui Laoire and the Gardaí as soon as possible.

12. The downloading of programmes and installation of via download sites or
via external devices is not permitted without prior consultation with the
ICT co-ordinator or the SEN co-ordinator. Educational programmes only are to be
installed that are from reputable Educational Companies and **only progammes
that are for educational purposes should be installed (with permission from
the ICT co-ordinator/SEN co-ordinator) of the school.**

Contact Email scoilnioclaisfrankfield@gmail.com

13. These devices will be retrieved by the school at the end of the school term, no later than June 25th and only by authorised school personnel.

S. Bn. Ui Laoire
\*Príomhoide\*

Scoil Nioclais,
Frankfield

Grange,
Cork
Roll No.20106 E
021/4899567

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_