****

**Acceptable Usage Policy**

**Ratified by Board of Management: September 2020**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson, Board of Management**

Aim

The aim of this Acceptable Use Policy is to ensure that pupils safely and effectively utilise the school’s digital technologies and internet usage. Internet use and access to digital technologies 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP- will be imposed.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 policy was reviewed in September 2020 in line with the purchase of 20 iPad Air, 9inch Apple devices, 6 Bee-Bot coding devices and 16 Chromebooks. All new devices were purchased to compliment the implementation of our most recent Digital Learning Plan.

School’s Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated when using the internet and the school’s digital technologies. The strategies are as follows:

General

* The school internet is filtered by the School’s Broadband programme which limits the sites to which we have access in order to minimise the risk of exposure to inappropriate material. This system is managed by the National Centre for Technology in Education (NCTE) who work closely with the Department of Education and Skills.
* Internet sessions will always be supervised by a teacher. All activity over the network may be monitored and retained.
* Through using Apple Classroom, the teachers can view and control all iPad activity from the teacher’s iPad.
* 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 of personal memory sticks, CD roms or removable storage in school requires a teacher’s permission.
* At the start of the school year, all parents of new pupils to the school are invited to sign the Internet Permission Form (See Appendix 3) after they have read the Acceptable Usage Policy.
* All parents are required to give permission for their children to use Seesaw (e-portfolio for learning). This is done via Aladdin Connect.
* Teachers have full editorial rights over the school website, blog and Twitter account. Students will not have access to relevant passwords.
* Students and teachers are expected to respect the school digital technologies, hardware and software and not intentionally waste limited resources in school such as paper and ink.
* Students are expected to follow the same rules for good behaviour and respectful conduct online as offline, when using digital technologies – as outlined in the Behaviour and Discipline Policy.
* All pupils from 2nd class to 6th class sign a class contract in order to ensure that they clearly understand the rules with regard to internet and digital technology usage. Appendix 1 and 2 will be used by all class teachers as a tool to draw up the class contract which will be signed by all pupils and displayed prominently in the classroom.
* Pupils in 2nd class and 5th class sign an AUP Agreement at the start of the school year (Appendix 1 and 2).
* Parents/guardians and pupils are aware of the Anti -Bullying Policy in relation to social media and online websites.
* In the context of this policy, placing a once off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Accessing the Internet

* Students will use the internet for educational purposes only. All websites will be

 vetted by the class teacher.

* Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
* 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.

* Students will not copy information into projects and fail to acknowledge the source (Plagiarism and copyright infringement).

Google Classroom/Chromebook Usage

* Students will log onto the Chromebooks and access the Google Classroom through use of personalised school generated usernames and passwords. eg: joebloggs@stbrigid.ie This username has the appearance of an email address but it does not function as an email address.
* The student’s cloud storage folder Google Drive is to be used for educational purposes only.
* Students will not send or receive any material that is illegal, obscene, defamatory

 or that is intended to annoy or intimidate another person.

* Students are not allowed to access their own personal email accounts in school.
* 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

e-mails or the internet.

* Students will only have access to blogs, discussion forums or other electronic communication forums that have been approved by the school. We recommend [www.webwise.ie](http://www.webwise.ie) to parents as it contains helpful advice on internet usage at home. Please also see the ‘Internet Safety’ page on [www.stbrigid.ie](http://www.stbrigid.ie) for advice.

**Seesaw**

Seesaw is used, at St. Brigid’s G.N.S., as an e-portfolio and as a platform for student engagement. Teachers can empower students to create, reflect, share, assess and collaborate through use of this e-portfolio. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. Seesaw is GDPR compliant through a privacy shield that is in place. The uploading of a student’s work will be coordinated and supervised by the class teacher at all times.

**Additional Points to Note:**

* When the children join the school, parents are required to give permission for their children to use Seesaw, the digital portfolio.
* Permission is given electronically, by parents, through Aladdin Connect.
* Each student has their own unique password for accessing their own student profile. Student’s cannot view the work of another student.
* The children add to their e-portfolio throughout the academic year. They then continue to add to it, each year, as they progress through the school. When their time at St. Brigid’s G.N.S. comes to an end, they will have a compilation of their work which they will have stored on Seesaw, year after year.

School Website – [www.stbrigid.ie](http://www.stbrigid.ie)

* Permission to publish a student’s work will be sought from parents/guardians. This permission can be withdrawn at any time.
* Pupils will be given the opportunity to publish projects, artwork or school work on

 the school website and Twitter account.

* The school website and Twitter account will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.
* The publication of student work will be co-ordinated by a teacher and pupil’s work will appear in an educational context on web pages such as our school website and school Twitter account.
* Students’ full names will not be published on the school website/Twitter account, alongside digital photographs, videos or audio clips. Instead photographs, audio and video clips will focus on group activities. Personal pupil information including home address and contact details will be omitted from school web pages.

Social Media

School Twitter Account

* Twitter is used for educational purposes only. Retweets are not necessarily the views of St Brigid’s GNS but are discussed and distributed for educational and conversational purposes.
* When posting to Twitter, a conversational but formal tone is followed. ‘Classroom style’ language is encouraged.
* The school does not follow or reply to students or parents on Twitter.
* The staff and teachers of St Brigid’s G.N.S. will not use the online platforms or school accounts for the expression of personal views and the school request that parents and students adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account.
* Students are expected to alert their teachers immediately of any concerns for personal safety or security.

Mobile Phones, Personal Electronic Devices

* Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is a direct breach of the school’s Acceptable Usage Policy. Pupils must power off their mobile phones and leave them in their school bags until they are outside the school gate. If pupils are found with a phone during school time the phone is confiscated and returned to pupil at the end of the school day. If this happens more than once, then the mobile phone will be confiscated and only returned to parents.
* Sending nuisance text messages or the unauthorised taking of images on a mobile phone or electronic device, still or moving is in direct breach of the school’s Acceptable Use Policy.

School Digital Technologies (Please Note: For the purpose of this policy, digital technologies refers to the school iPads, Bee-Bots, laptops, desktop computers and Chromebooks in the computer room)

1. The school’s digital technologies are to be used solely for educational use.
2. The school reserves the right to decide on the appropriateness of available apps and web pages selected when creating learning opportunities and integrating digital learning, across the curriculum.. Any apps or web pages deemed inappropriate will not be permitted for use on the school’s digital technologies.
3. Students are strictly prohibited from the inappropriate use of the camera on the school’s digital technologies. No video, image or audio recording are to be taken unless specified and supervised by a teacher. Purposefully, breaching this rule may result in a disciplinary action in line with the Code of Behaviour Policy.
4. The images, videos, music and apps, on the school’s digital technologies, must be appropriate and in keeping with the school’s ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.
5. Only apps or web pages specified by the teacher are to be open during class time.
6. Students may not use the school’s digital technologies. to communicate with each other, unless directly instructed to do so by a teacher, during the school day.
7. Students are responsible for the safety and protection of the school’s digital technologies and are expected to treat the digital technology with the utmost respect. Purposefully, breaching this rule may result in disciplinary action.

Support Structures

* The school will provide internet safety lessons to pupils in all classes within the context of the SPHE curriculum. February is designated Internet Safety Awareness month.
* At the beginning of the school year, teachers will review acceptable and respectful use of school digital technologies.
* The Community Gardaí will facilitate a talk to 5th classes annually on the topic “Respectful Online Communication”.
* Staff will regularly partake in Continuous Professional Development in relation to AUP, Internet Safety and Cyber-Bullying.
* The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. See the ‘Internet Safety’ web page on the school website in the Parent’s section and the links in the learning zone under Digital Learning Links for children’s websites.
* Internet awareness workshops may be organised for parents via the Parents Association and/or the school.

**Technical Issue Procedures:**

**Technical Issues:** If a school ***iPad, Chromebook or Bee-Bot is not functioning***, all reports can be made to Catherine Lafferty.

**Laptop/Computer PC Technical Issues:** If there is an issue with a laptop or Computer PC, all reports can be logged in the logbook, located in the Computer Room. All logs will be given to Val, our external Tech Expert.

Sanctions

Misuse of the Internet and digital technologies may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Sanctions issued will be done so in accordance with the school’s Anti-Bullying Policy/Code of Behaviour.

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

Legislation

Teachers, students and parents may familiarise themselves with the following legislation relating to use of the internet:

* Data Protection (Amendment) Act
* Video Recordings Act 1989
* The Data Protection Act 1988
* Anti-Bullying Guidelines for Primary Schools 2013

Review

This plan will be reviewed every two years starting September 2022

Appendix 1

AUP Agreement (Signed by students in 5th class before using the internet)

Examples of Expected Use

I will:

* Use school digital technologies for school-related activities only
* Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
* Treat school digital technologies carefully and alert teachers if there is any problem with their use.
* Encourage positive, constructive discussion if allowed to use blog or represent the school online.
* Alert a teacher if I see threatening/bullying, inappropriate or harmful content (images, messages, postings) online.
* Use school digital technologies at appropriate times, in approved places, for learning reasons.
* Recognise that use of school digital technologies is a privilege and treat it as such.
* Be cautious to protect the safety of myself and others.
* Help to protect the security of school digital technologies.

Examples of Unexpected Use

I will not:

* Use school digital technologies in a way that could be personally or physically harmful to myself or others.
* Search inappropriate images or content.
* Engage in cyber-bullying, harassment, or disrespectful conduct towards others.
* Try to find ways to change the school’s safety measures and filtering tools.
* Use school digital technologies to send spam or chain mail.
* Plagiarise content (Copy, use as their own, without citing the original creator) I find online
* Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
* Use language online that would be unacceptable in the classroom.
* Use school digital technologies for illegal activities or to pursue information on such activities.
* Attempt to access sites, servers, accounts or content that isn’t intended for my use.

These are not intended to be exhaustive lists. Students should use their own good judgement when using school technologies.

I understand that if I deliberately break these rules I may be stopped from using the internet/digital technologies and my parents will be informed.

Pupil Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2**

**AUP Agreement (Signed by students in 2nd class before using the internet)**

**Examples of Expected Use**

I will:

* Use school digital technologies for school activities only.
* Always behave respectfully when online.
* Treat school digital technologies with respect.
* Only put positive comments on the school website/blog/Twitter.
* Tell a teacher if I see inkind content (images, messages, postings) online.
* Use school digital technologies for learning only.
* Be careful to protect the safety of myself and others.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

**Examples of Unexpected Use**

I will not:

* Use school digital technologies in a way that could harm myself or others.
* Search images or content that is inappropriate.
* Show disrespectful behaviour online.
* Post information about myself or others or agree to meet someone I meet online in real life.
* Use language online that would be unacceptable in the classroom.

I understand that if I deliberately break these rules I may be stopped from using the internet/school’s digital technologies and my parents will be informed.

Pupil Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3**

Permission Form

Please review the attached school INTERNET ACCEPTABLE USE POLICY, sign and return this permission form only to the class teacher

School Name: St. Brigid’s G.N.S., Glasnevin

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my daughter to access the internet and school digital technologies. I understand that internet access and digital technologies are intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian

I accept that, if the school considers it appropriate, my child’s schoolwork/photograph may be chosen for inclusion on the website and school Twitter account. I also understand that on occasion my child’s school work/photographs may be used by other institutions and/or organisations – on their website, social media forums or publications e.g Cumann na mBunscoil, Supertroopers, charitable organisations, local church etc . This school work/photographs will only be published with the authority of the school. I understand and accept the term of the AUP in relation to publishing pupils work & photographs of school activities on the school website and school Twitter account as well as websites authorised by the school.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_