

Rathfarnham Parish N.S
Washington Lane,
Butterfield Avenue,
Dublin 14

ACCEPTABLE USER POLICY

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The school's broadband service is hosted by the PDST Technology in Education which provides a high level of content filtering. Websites accessed on the school's broadband network go through this filtering to ensure that inappropriate sites are excluded. Websites are categorised into one of 76 categories and access to the website is conditional on the category being available to the school.

It is envisaged that the Board of Management, staff and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was reviewed and updated in April 2020 in response to the Covid-19 emergency.

SCHOOL'S STRATEGY

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:

- Supervised Internet access will be available to all students.
- Students will work individually and in pairs in a supervised setting.
- Internet sessions will always be supervised.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The staff will monitor students' Internet usage.
- Pupils 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 other digital storage media requires a teacher's permission. There is a facility for pupils' work to be stored on the school's NAS box.
- 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.

WORLD WIDE WEB

- 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 the supervising member of staff.
- Students will use the Internet for educational purposes only.

- 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 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.
- Downloading images or materials not relevant to their studies is in direct breach of the school's acceptable user policy.

Email

- Students will use approved class email accounts under supervision by or 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 is subject to permission from their teacher and under direct supervision of a teacher.
- Students will not send or receive email attachments unless permission has been obtained from the teacher and will only do so under the direct supervision of the teacher.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of these technologies for education:

Communication Technologies	Allowed	Allowed at certain times	With staff permission	Not allowed
Mobile phones may be brought to school *	✓			
Use of mobile phones in lessons				✓
use of mobile phones in social time				✓
Taking photos on mobile phones or other camera devices			✓	
use of hand held devices (PSPs, PDAs)			✓	
use of personal email addresses in school, or on the school network			✓	
use of school email for personal emails			✓	
use of chat rooms/facilities				✓
use of instant messaging				✓
use of social networking sites				✓
use of personal blogs				✓

use of class blogs			✓	
use of video conferencing (Zoom)			✓	
use of e-portfolios	✓			
Use of GSuite for education apps	✓			

** In line with the school's Smart Device policy, students may not have smartphones in school*

School Website

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- the school website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- the website facility to leave comments and user-generated content will be checked frequently to ensure they do not contain personal details.
- The publication of student work will be coordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- The school website will avoid publishing the first and last name of individuals in a photograph.
- Personal student information including home address and contact details will not be published on school web pages.
- The school will continue to own the copyright on any work published.

Smart Devices

Students are prohibited from using a smart device in school. (Please refer to the school's Mobile Phone policy).

Distance Learning

Teachers in the school may choose to use a number of tools for classroom communication and distance learning. Examples include Google Classroom, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to "kick out" any person being disruptive from a synchronous lesson or a meeting.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a

pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

- Communications at all times will be respectful and students will conduct themselves in an appropriate manner.

When participating in video conferencing the following protocols will apply:

- Students should be in a shared room and have an adult present
- Students should be dressed appropriately
- Students should not eat during the meeting
- Students should wait their turn to speak

Support Structures

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

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.

Legislation

The following legislation relates to internet use:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1989
- Video Recording Act 1989
- Data Protection Act 1998
- European General Data Protection Regulation 2016