

Murhur N. S.
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Acceptable Use Policy

This Policy applies to all of the school's devices, which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network. This Policy applies to staff and pupils of Murhur National School. The school reserves the right to amend this policy from time to time entirely at its discretion. This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that pupils benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

School

Murhur National School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include but are not limited to the following:

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Pupils and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- Online safety training will be taught to all pupils.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.

- A staff member will always supervise Internet sessions which are conducted on school devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school devices. The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and pupils should be aware that placing a once-off, offensive or hurtful internet 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.

Use of the Internet

- Pupils will be taught specific lessons on online safety by teachers.
- Pupils will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the pupil will be expected to immediately turn off the monitor and report the incident to a staff member.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Pupils will not upload, download or otherwise transmit material that is copyrighted on school devices.
- Pupils will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Pupils will not examine, change or use another person's files, username or passwords.

- Pupils will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Aladdin Connect, Zoom, Padlet or other platforms approved by the principal to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the online platforms in use by the school.
- The school has enabled the most up to date security and privacy features which these online platforms provide.
- In the case of Zoom, parents/guardians will be sent links to meetings via Aladdin Connect.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of online platforms.
- If teachers are using Zoom, parents/guardians must be in the vicinity if a live lesson is occurring. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platforms.
- If a pupil's behaviour is deemed inappropriate by the classroom teacher the pupil will be removed from the online class. After the lesson the class teacher will follow-up with a message via Aladdin to the parent notifying them of this.
- Under no circumstances should a recording or take still photographs of a live Zoom class be taken. This will be considered a serious breach of our school's Code of Behaviour.
- Each class teacher has provided parents with a school email address which may be used for correspondence from parents to school.

Internet Chat

- Discussion forums on Zoom or other online platforms will only be used for educational purposes and will always be supervised.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.
- Chat, if in use will be monitored closely by the teacher and will be disabled if need be.

School Website and Affiliated Social Media Sites

- The school's website address is: www.murhurns.ie
- The school's Twitter account is @murhurns
- The school's Facebook account is 'Murhur National School, Moyvane'
- The school uses the Aladdin Connect App.
- Pupils will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the pupil including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Parents will be given the opportunity to sign a Media Permission Form when the pupils start school with us.
- Photos/Videos may be used for the production of specific school events e.g. First Holy Communion etc. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school. Similarly we would ask that parents viewing our posts not include a pupil's name under any photographs or videos.

- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The principal will review the content of the website and the social media sites regularly. The principal and the Board of Management welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board of Management asks that the matter be brought to the attention of the principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy and our Code of Behaviour.

Personal Devices

- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
- The use of e-readers may be permitted, if required, under the supervision of the teacher. All personal devices are to be turned off during school hours

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, pupils and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989

- The Data Protection Act 2018

Support Structures and Education

- The school will inform pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On a regular basis, the school will run a programme on acceptable internet usage, for pupils and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technology (ICT) Resources

Murhur National School information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems etc.) are school property and are provided solely for school related activities. Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden. Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use. Consistent with national laws, the Board of Management reserves the right to monitor the use of its ICT resources and to take appropriate disciplinary actions or denying future access privileges in cases of misuse. Staff/pupil use of the school's ICT resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

Policy Ratification

The policy was ratified by the Board of Management of Murhur National School at its meeting held on Monday 12th October 2020.

Signed: _____ Chairperson, Board of Management

Signed: _____ Principal

Date: _____