



Acceptable Usage Policy

School: Ashbourne Educate Together National School

Address: Ashbourne, Co Meath

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly. 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 updated in February 2021 by the Principal and members of the ICT team. It has been read and sanctioned by the Board of Management and Representatives of the Parent Teacher Association.

School's Strategy

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

General

- Children will always be supervised by a teacher when accessing the internet.
- Internet usage will be monitored.
- Filtering software from the PDST is used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software is prohibited.
- Any websites being integrated into lessons will be previewed/evaluated in advance
- Teachers are responsible for pre-viewing any video content they intend to show from youtube or any other non-educational websites. Approved websites include Rte & BBC.

- If showing video content during wet play teachers should choose something from the approved video list.
- Students, parents and teachers will be provided with training in the area of Internet safety as per the Digital Device policy.
- 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 in school requires a teacher's permission
- Students will treat others with respect 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 teacher straight away. Parents should also report any knowledge of children accessing inappropriate material during school time.
- Children will use Kiddle search engine when researching topics or looking online.
- Students will use the Internet for educational purposes only during class time.
- 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.
- 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.
- Students are not permitted to access youtube on individual devices.

Internet Chat

Access to internet chat rooms, social networking sites, and instant messaging services is forbidden and blocked in accordance with the School's Acceptable Usage Policy.

Email

1. Students may only use approved, school based email addresses for sending/receiving emails under the supervision of a teacher. Accessing personal email accounts during school hours is prohibited.
2. Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person
3. Students will refrain from sending on chain letters or forward messages without the permission of the sender
4. Students will not reveal their own or other peoples personal details such as addresses, telephone numbers, pictures or full names
5. Students will not arrange to meet someone outside of school via school email
6. Students will note that sending and receiving email attachments is subject to permission from their teacher

7. All emails being sent by pupils or sent to pupils can be read by the teacher to ensure content is appropriate. If the content is considered inappropriate the email will be deleted and if deemed necessary, parents will be contacted.

School Website

The school website is being developed all the time. Please note the following

1. Any student work, such as projects, artwork or school work, to be placed on the website will be done by the teacher and not the students themselves
2. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audio and video clips will be used. Video clips will not be password protected.
3. Personal pupil information including home address and contact details will be omitted from school web pages.
4. The school website will avoid publishing the first name and last name of individuals in a photograph.
5. Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Please see our **Digital** Device policy for further details.

Distance Learning /Communication

On an ongoing basis, schools may be closed by the Department of Education for public health reasons and directed to commence online learning. AETNS has developed a range of distance learning platforms throughout the school – Google Classroom (3rd – 6th class), Seesaw (Jnr Inf- 2nd class) and Zoom (Jnr Inf – 6th class) which may be used in these instances. Online learning tools may be revised or changed at any time at the discretion of the school.

Communication is an area of rapidly evolving technologies and uses. AETNS recognises that a wide range of rapidly developing communications technologies has the potential to enhance learning. In the event of prolonged school closures, in which it is deemed student learning may be adversely affected, AETNS will take the advice of the Department of Education and associated parties and endeavour to deliver lessons and learning material remotely, where required.

In the event of prolonged school closures and at the request of the Department of Education, AETNS will engage, with online learning tools, where necessary in order to maximise accessibility and communicate effectively in order to support students'

learning. Consideration will be given to the fact that a proportion of students may not have accessibility to the internet and/or devices.

While engaging with any learning platform including any two way interaction platforms e.g. video conferencing/ google classrooms, pupils are expected to adhere to their normal classroom rules. Any misbehaviour or inappropriate behaviour will be dealt with in accordance with the school's Code of Behaviour. This will necessitate some level of guidance from parents/guardians during these interactions.

Regardless of the platform provider, parents and guardians are directed to the AETNS policies and procedures as they relate to complaints concerning school work, pupils or staff. During school closures we ask that any concerns be raised with the class teacher through our school email ashbourneetns@gmail.com rather than through the online learning platform.

Pre-Recorded Videos/voice messages

It is at the discretion of the class teacher whether using the tool would be deemed beneficial to the learning of the children. Should it be deemed necessary the following considerations should be adhered to by those utilising the service:

1. The pre-recorded video is strictly for use by the intended/invited participants only. The content covered in the session will remain the property of the school and should not be recorded downloaded or shared with any outside parties in accordance to GDPR in the rights of the individual.
2. A staff member can request at any time for the video to be removed
3. Any sharing or unauthorised recording of these "pre-recorded lessons" (audio/video) without prior consent from the teacher, will be considered a major misdemeanour in line with the Code of Behaviour and breach of GDPR.

Video Conferencing

Video conferencing as part of distance learning will be at the discretion of the classroom teacher where he/she deems it beneficial to the learning of the children. Should it be deemed necessary the following considerations should be adhered to by those utilising the service:

1. A specifically generated work email address will be used and verified by the school principal/BOM.
2. Parents must read and adhere to all terms and conditions set by the school and meeting host before joining.
3. Parental permission is implied by a child joining the meeting as the parent will have received and provided the code to allow the child to join the call.
4. Pupils should be supervised, from a distance, while pupils are engaging with video conferencing calls.
5. The link to the video-conferencing lesson/check-in is intended for the sole use of that student and should not to be shared with any 3rd party under any circumstances.

6. Participants should join video calls with their mics muted and are asked to raise their hands before speaking, just as you would do in class.
7. Whilst content will be planned before sessions, due to the nature of a live video there is the possibility that a child may become overwhelmed/frustrated and behave inappropriately and as such parents must be aware of this risk when allowing their child participate.
8. Any lesson conducted via video conference is strictly for use by intended/invited participants only. The content covered in the lesson will remain the property of the teacher/school. Any attempt to record/screen shot or share materials or participants will be treated as a serious breach of our school's Code of Behaviour, Anti-Bullying policy and GDPR guidelines.
9. Video Conferencing platforms are not an opportunity for parent teacher discussions it is expected to be used as an additional learning resource only. (During remote learning, parent/ teacher discussions can be pre-arranged by contacting the office via email ashbourents@gmail.com)
10. AETNS cannot accept responsibility for the security of online platforms in the event that they are hacked.
11. Inappropriate behaviour on video conferencing calls will be dealt with in accordance with our school's Code of Behaviour and Anti-bullying policies and may result in a child being removed from the call and/or the call being terminated.
12. Teachers reserve the right to end the video conferencing session at any point should he/she feel the need to do so.
13. At any time both the teacher and/or student may discontinue the sessions.
14. In line with GDPR and child protection guidelines please note the following:
 - Child must be appropriately dressed
 - Child must be in a non-private space in the house (i.e not a bedroom)
 - Child's parents/guardian/appropriate adult is asked to supervise the meeting from a distance.
 - Parents to consider what can be seen in the background. Teacher may request participant to change to a more appropriate background. It is the parents/guardian responsibility that nothing inappropriate is seen in the background.
 - Appropriate language and respectful language is expected at all times

Data Protection Act

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be kept informed about the school website and about any pupil information on this site.

Other Legislation

Teachers and Parents are advised to familiarise themselves with the following legislation relating to the use of the internet:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Child Trafficking and Pornography (Amendment Act) 2004
- Interception of Postal Packets and Telecommunications Messages Act 1993
- Video Recordings Act 1989

Sanctions

Misuse of the Internet /online learning platforms may result in disciplinary action, including written warning, withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratified by the Board of Management of Ashbourne ETNS in February 2021 and will be reviewed in 2022

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Neil Gilman".