



## Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The AUP policy should be read in line with the data protection policy, child safeguarding statement, dignity at work and anti-bullying policy. Staff, pupil or parental behaviour towards one another when online is subject to the policies and procedures laid out by the school.

It is envisaged that school community will revise the AUP regularly in line with developing technological issues. This policy should be read by all staff, parents and volunteers carefully to ensure that the conditions are understood. This is the first version of the AUP was created on the 20/05/20. This policy has been reviewed by staff, parents' and ratified by the Board of Management and will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT.

### **School Community involves staff, pupils, parents, volunteers & MDT team.**

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:

- Internet sessions will be under the direction of teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- 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 in school requires a teacher's permission.
- Students and staff will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

### **World Wide Web**

#### **School Community:**

- Will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Will report accidental accessing of inappropriate materials in accordance with school procedures.
- Will use the Internet for educational purposes only.
- Will never disclose or publicise personal information.
- Downloading materials or images not relevant to work, is in direct breach of the school's acceptable use policy.
- 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.

#### **Email**

- Students will only use approved class email accounts under supervision by or permission from a teacher.



- Students/staff will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students/staff will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students/staff will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Parents and staff should only communicate through the official school email rather than personal email addresses.
- Staff should not access school email on personal devices and should use the school computer for this purpose. Staff should be cognisant of sending emails outside of school hours and refer to the Communication and Wellbeing Charters regarding this.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher. An example of this could be <https://web.seesaw.me/>
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

**School Website:** <http://www.stvincentspecialschool.ie/>

Pupils will be given the opportunity to publish projects, artwork or school work on the school website if parents gave their consent.

- The website 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, notice boards or web blogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated 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.
- 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 the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and 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.

### **Staff**

- The internet is only available for staff professional use. Staff will use the internet for educational purposes only.
- Staff (including people employed by the school/contractors, and volunteers etc) will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.



### **Staff/visitors/ volunteers: social media**

The way you use social media in your private life is a matter for your own personal judgement. Using social media can blur the boundary between your private & professional life. You should keep personal & professional use of social media separate and, as far as possible, avoid communicating with students and/or parents through personal social networking sites. Staff and authorised school visitors/agencies:

- Never accept or initiate social media friend requests, or other such invites, with current students or parents.
- Discretion should be used when dealing with friend requests from former students or parents of students.
- Must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.
- Must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of St. Vincent's Special Needs School community on any form of social media.
- Must not engage in activities involving social media or any other form of communications technology which might bring St. Vincent's Special Needs School into disrepute.
- Must not represent their own personal views as being those of St. Vincent's School on any social medium.
- Should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)
- Will adhere to the school guidelines on the use of personal devices during the school day.
- The following platforms are considered social media. Please note this is not an exhaustive list and is subject to change. Facebook, Twitter, LinkedIn, Instagram, Snapchat, Pinterest, Reddit, Whatsapp and Youtube.

### **Parents' Responsibilities:**

- To understand that no child under the age of 13 should have a Facebook account and that the unsupervised use of social media sites such as Snapchat, Viber, Instagram etc. is not advisable for children of primary school going age.
- Each parent/guardian should be aware that there may be risks and dangers associated with their child using forms of social media and that parental supervision is required in this area.
- That parents acknowledge the school has safeguards in place with regard to pupil internet/website Access at school and that use outside school falls under parental responsibility.
- That parents acknowledge the dangers of cyberbullying and undertake to avail where possible of any information evenings organised by the school.
- Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/ren's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However, the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.



## Personal Devices

Personal devices are not allowed in school without the expressed permission from the Principal and written permission & indemnification of the parents. This occurs during exceptional circumstances, communication devices and/or project work.

If a Pupil uses 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.

Staff can use personal devices when they are on their break. Staff personal devices should not be used for educational purposes, in the classroom or in the presence of pupils. A mobile device for social outings is available from the school office.

## Legislation

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

- General Data Protection Regulation (**GDPR**) 2018
- Data protection (Amendment) Act 2003
- Child trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998
- The Data Protection Act 1998

## Internet Safety Advice and 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. Useful websites for further information on online and communications technology:

- Get With it (Parents Guide to Cyberbullying)
- [www.iab.ie](http://www.iab.ie) (Internet Advisory Board)
- [www.esafety.ie](http://www.esafety.ie) (Internet Safety Seminars for Schools/Parents)
- [www.webwise.ie](http://www.webwise.ie) (Information on Various Forms of Internet Usage)
- [www.ncte.ie](http://www.ncte.ie) (Information on ICT in Education)
- [www.saferinternetday.ie](http://www.saferinternetday.ie) (includes information on Safer Internet Day)

## Sanctions for the misuse of ICT and Internet <sup>[1]</sup><sub>[SEP]</sub>

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school policies (Code of Behaviour, Anti Bullying Policy). The misuse or unlawful use of the Internet or ICT equipment during school by members of staff may result in disciplinary procedures. The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities i.e. Gardaí, TUSLA. Office of the Data Commissioner etc.



**Ratification & Communication:**

These guidelines were ratified by the Board of Management in XXXX and communicated to the school community thereafter.

**Review Timetable:**

These guidelines will be reviewed in 2 years' time and amended as necessary by means of a whole school collaborative process.

**Appendix 1**

**Permission for Publicity - Consent form for photography/ digital recordings**

Our school likes to celebrate your child's work and achievements. As a result, images of your child and his/her work may appear around the school and on our website, when one is set up.

Please tick the following boxes where your consent is given:

1. to take and use photographs and/or digital images of my child for use in the school and for classroom displays/activities

2. to take and use digital recordings of my child for use in the school and for classroom activities, e.g. school plays or to record themselves doing curricular activities

3. to take and use photographs and/or digital images of my child for use in printed school publications or materials (e.g. newsletter), electronic publications, school website (when set up). No names will be used to identify pupils if used on website.

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

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

**Permission for Publicity (associated with St. Vincent's Centre)**

I hereby give my permission for my son/daughter's photograph and/or digital images to be taken by the Daughters of Charity Service. I will be contacted/informed if this action is undertaken and the details concerning this.

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

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