Powerstown Educate Together National School

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Acceptable Usage Policy (AUP)

This policy has been formulated by Powerstown ETNS to assist teachers, pupils and parents in making an informed decision in relation to the safe and practical use of technology in education.

Contents

Aim

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed.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 AUP was updated by staff, parents and BOM of PETNS in September 2015.

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

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' internet usage.
- 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 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.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy & Anti Cyber Bullying Policy in relation to social media;
    - *Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.*
    - *However, 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*

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 in accordance with school procedures.
- Students will use the internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.
- 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 usage 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.

Email / Google Drive / Internet Chat

- Children must sign a written agreement annually, with parents and class teacher, prior to accessing school email accounts.
- School email address and drive is to be used for educational purposes only.
- The email address provided by the school to each student is the property of Powerstown ETNS. All content will be monitored by staff at the school.
- If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
- Students will use approved class email accounts in school under supervision by or permission from a teacher.
- School email accounts can be accessed from home if appropriate for distance learning and/or homework assignments. When accessing accounts from home, school policy must still be followed.
- 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, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

Distance Learning – Google Classroom / Class Blogs

Children may need to complete school work from home in the event of any school closures. During this time, they will need to access their Google Classroom, Google Drive and/or Class Blogs at home. Usage of a school account at home is still subject to school policy.

For staff and teachers:
- Teachers have overall control of the online interaction of their class on Google Classroom / class blogs.
- Teachers will moderate and encourage respectful discussion and interaction, teachers may elect to use the mute function of Google Classroom for a period of time already agreed upon with the class. The mute function will allow the student(s) to communicate with their teachers but not post publicly until they are 'unmuted'.
- Teachers will do their utmost to be available during school hours – this may be via a Zoom / Google Meet video, through Google Classroom or by e-mail.

For students:
- Children access their Google Classroom using their @powerstownet.com account. They can contact their class teacher in the event they cannot remember their password
- All conversations will be via @powerstownet.com email addresses. If a child receives a message from an external email address, they should let their class teacher know.
- Teacher expectations of behaviour online will continue to follow the school's code of behaviour
- Recording or forwarding any eLearning content is not permitted – such as worksheets, answers, solutions, videos, notes or Zoom / Google Meet links
- Students online activity can be viewed by their teachers and principal at any-time. This includes conversations via email, Google Classroom, Zoom and Google Meet and their general levels of online activity on these platforms
- Work submitted by the child to any e-learning platform may be published on school social media to show examples of great work (where appropriate).

For parents:
- Please encourage and support your child is checking into their Google Classroom / class blog when possible for assigned work
- Where live classes are being run please ensure your child is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes.
- Live online classes should be viewed by your child only

Live Online Classes

Teachers may deliver some of the curriculum "live" using Zoom or Google Meet. This will use varying combinations of audio, video, virtual white-boards and screencasts.

In the event of a live online class all students are required to:
- Follow the direction of their teacher, just as in the classroom.
- Turn on their video at the start of the call so their teacher can verify their identity. They may turn off their camera afterwards if they wish.
- Mute their microphone unless the teacher invites them to speak. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.

A Zoom / Google Meet link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.

All Zoom/Google Meet sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.

Only the teacher is permitted to record a session. No-one else is permitted to record. If a pupil records a "live session" it will be classified as a serious misdemeanour in line with the school's Code of Behaviour.

Web 2.0

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Facebook, Wordpress, Twitter and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Powerstown Educate Together, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's website / social media accounts follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, TikTok, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.

- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

School Website
- Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Twitter, YouTube, Google Classroom etc.
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- 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, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not 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 last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – 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.

Mobile Phones / Electronic Devices
- Usage of mobile phones/ electronic devices must be in adherence to the Mobile Phone / Electronic Devices Policy.
- The school acknowledges the usefulness and practicality of electronic devices and recognises their potential as an educational resource.
- Many features on electronic devices such as **Organiser** (calendar, calculator, convertor etc) **Applications** (voice recorder, stopwatch, image editor, video recording) or even **Alarms** are very useful and may be used under the direction of the class teacher. If and when any such activities take place parents will be notified in advance.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's acceptable usage policy.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
- Please see mobile phone & electronic device policy and Code of Behaviour for further information.

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:

- Data Protection (Amendment) Act 2003
- The General Data Protection Regulation 2016/679
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti Bullying Guidelines for Primary Schools (2013)

Support Structures

Powerstown ETNS endeavours to have support structures in places to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying talks bi-annually for pupils from 2nd – 6th class.
- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians bi-annually to all parents in the school. Pupils from 4th – 6th class are permitted to attend this talk.
- Community Gardaí link in with classes re Internet Safety and Cyber Bullying annually.
- 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.

Sanctions

Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.

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

Review

This policy was reviewed in August 2020 and will be updated in line with department guidelines.

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EXTERNAL ACCESS TO SCHOOL INTERNET

Powerstown ETNS implements a strict Accessible Usage Policy.

Formal request from external users must be received by the Board of Management prior to internet access being made available.

External users must read the school's AUP and ensure its strict implementation at all times.

Downloading and/or streaming of illegal content, content inappropriate for school, content that infringes copyright regulations is strictly prohibited. If any such content it accessed, information will be forwarded to the relevant authorities.

Name of club/organisation: _____

I agreed to follow and implement Powerstown ETNS Acceptable Usage Policy.

I agree that only appropriate and legal content will be accessed at all times.

I agree that children will only have supervised access to internet in line with the school's AUP.

Name of club/organisation manager: _____

Signature: _____

Date: _____

SCHOOL USE ONLY: Date received by school: _____

Information forwarded to BOM YES / NO   DATE: