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|  | **New Ross Educate Together National School**  **Barrett’s Park, New Ross, Co. Wexford**  **Tel: 0539105070**  [office@newrossetns.ie](mailto:office@newrossetns.ie)  www.newrossetns.ie  **Roll no 20458m** |

**Acceptable Use Policy**

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## School Details:

Name: New Ross Educate Together National School

Address: Barrett's Park, New Ross, Co. Wexford.

Telephone: 0539105070

Email: office@newrossetns.ie

Roll Number: 20458m

Principal: Elaine French

The school day starts at 8.30 and finishes at 1.10 for infant classes and 2.10 for all other classes.

## Introductory Statement & Rationale:

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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.

## School Strategy

The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s internet resources, and will be protected from harmful and illegal use of the Internet. New Ross Educate Together National School will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### General:

* Students will be taught about safe internet usage as part of the SPHE curriculum.
* Internet sessions will always be supervised by a 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.
* 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 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. (ref. Anti Bullying Policy)

### 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 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.

### Email/ Internet Chat

* 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, or 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 photos.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the internet. Face-to-face meetings with someone organised via Internet chat are be forbidden.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.
* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
* Internet chat is only permitted with specified people under the supervision of the teacher
* Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
* Usernames will be used to avoid disclosure of identity.

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### 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 YouTube, SeeSaw, Facebook, Instagram, 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 New Ross 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 Facebook account 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. Children will not be allowed to use their own personal accounts for social media.
* 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 complies with our Filming and Photography Policy.
* 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. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted and reported to the relevant authorities.
* 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 and Class Blogs

* 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, See Saw and Instagram.
* 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 website or class’ blog.
* The website(s) will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website 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 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. These will not be published on the school website without parental permission as per our Filming and Photography Policy. Photographs, audio and video clips may be used. Video clips may be password protected.
* Content focusing on individual students much be completed in line with our Filming and Photography Policy and parental permissions.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The school/class 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 – 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.

## Personal Devices

The possession and use of mobile phones, tablets and other devices by school pupils is now extensive, even in the primary school sector. Use of mobile devices presents a number of opportunities as well as challenges, including:

1. Mobile Devices can provide interesting and effective learning opportunities as more and more individualised educational programs come on stream. The ability to share work to a wider audience also brings great value.
2. Mobile Devices can be valuable items and might render a pupil vulnerable to theft
3. The use of mobiles devices could be potentially undermining of classroom management, e.g. videoing staff, etc.
4. Use of devices with integrated cameras could lead to cyberbullying, child protection and data protection issues with regard to inappropriate capture, use or distribution of content

The school’s Board of Management accepts that it is not realistic to have a policy which prohibits pupils from bringing devices to school. Not only would it be impractical to forbid pupils from carrying them, but it is believed that a number of parents would be concerned for health and safety reasons if their child were not allowed to carry a phone at all (and might therefore be unable to contact their parents in respect of any situation that might arise after school.) However, a sensible and flexible policy which balances the opportunities and challenges gives schools the ability to ensure that all children, staff and families using the school are kept happy and safe, as well as providing important opportunities for learning.

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 unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school’s Acceptable Use Policy and the Code of Behaviour.

The use of all mobile devices is governed under our mobile device policy.

### 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
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1988

## 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.

## Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion as per the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and ReviewThis policy was ratiﬁed by the Board of Management on the 24/1/2019. It is scheduled for review in 2021.

## Ratification, Communication and Review

This policy was adopted by the Board of Management on \_\_\_\_\_24/1/2019 \_\_\_\_\_\_\_\_\_.

This policy has been made available to school personnel, published on the school website and provided to the Parent-Teacher Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

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

(Principal) (Chairperson, Board of Management)

Date: \_\_\_24/1/2019\_\_\_\_\_\_\_\_\_\_

Date of next review: Jan 2021