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Acceptable Usage Policy For Digital Learning

Date	October 2022
Initial Draft	2005 redrafted and re-ratified 2018 Redrafted Oct 2022
Ratified by the Board of Management	28th November 2022

This is a working continuous document

Rationale:

The aim of this Acceptable Use Policy for Digital Learning is to ensure that students 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 Therefore, if the school Acceptable Usage Policy for Digital Learning (AUP) is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

AUP Permission can be withdrawn by parents or guardians at any time with written notice which is submitted to the school and stored on Aladdin Schools. If permission is withdrawn the child can no longer be included in activities using digital technology.

This version of the AUP was created by the staff of Scoil Maelruain Junior in consultation with the Parents' Association and Board of Management. It will be ratified by the Board of Management in due course.

This policy is linked with our General Data Protection Regulation (GDPR) Policy which is in draft form and awaiting consultation with stakeholders and ratification in the near future. The draft form is available to parents on request from the school until such time it is ratified and published on the website.

It is assumed that students at this age group will be supervised either by staff or parents depending on the context and location so responsibilities given to 'students', 'children' or 'pupils' in this policy are taken within that context. Staff or parents will supervise but students should also be aware that they have personal responsibilities when working with digital technologies. Discussions about these responsibilities are also contained within our teaching of the SPHE curriculum through the use of www.webwise.ie and the SPHE Pillar Programmes - Walk Tall, Stay Safe and Relationships and Sexuality Education (RSE) Programmes.

School's Strategy:

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

General

- Internet sessions will always be supervised by a teacher.
- It is expected that filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material on devices used by all staff, pupils and parents.
- The school will regularly monitor students' internet usage.
- Children and teachers will be provided with training in the area of Internet safety.
- Any material shown to students will be age appropriate.
- Uploading and downloading of non-approved software will not be permitted.
- Uploading and downloading of apps will be done by members of staff only.
- Virus protection software will be used and updated on a regular basis.
- Children will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Children will only visit websites under the direction of the teacher.
- Children will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children will report accidental accessing of inappropriate materials in accordance with school procedures.
- Children will use the Internet for educational purposes only.
- Children will never disclose or publicise personal information.

- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Children 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.

School Website

- Children 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 children or staff.
- Websites using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of children's work will be coordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual children will only be published on the school website with parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will not publish the name of individual children in a photograph.
- The school will ensure that the image files are appropriately named and will not use children's names in image file names or ALT tags if published on the web.
- Children will continue to own the copyright on any work published.
- Permission will be sought from at the time of enrolment to use photographs of their children on the website. Photographs that are used will be relevant to an activity or event. All other photographs will avoid the use of children's images. Images will be deleted or removed from the website when the child/ren within twelve months of that child/ren leaving school.

Personal Devices/Mobile Phones/Smart Phones

- Staff will only use school devices to take images and recordings of children for educational purposes. These images will be deleted from all devices in a timely manner, as soon as possible.
- Parents are not permitted to take photographs or videos of children who are not their own child/children at school events such as sports days, school concerts, school tours or on school property.
- Parents are not permitted to take photographs or videos of any children at school events such as sports days, school concerts, school tours or on school property for the purpose of publishing on social media or the internet.

- Smart watches with recording, messaging, phone functions or games are not permitted in school.
- No use of personal devices, mobile phones or smartphones are permitted by pupils.
- Staff will only use personal devices in case of emergency.

Aladdin Schools:

- The school uses Aladdin Schools and Aladdin Schools Connect to store data on the school community.
- This information is only used in the context of school and is in accordance with all relevant legislation.
- The Aladdin Connect App is used to text, email and send notifications to parents and is our main source of communication.

Seesaw:

- *'Seesaw'* is used in the form of a digital portfolio.
- Students must not post or share personal information about pupils, staff or other members of the Scoil Maelruain Junior community on this platform.
- Children may not connect or comment on other children's work within the platform.
- The publication of children's work will be monitored by teachers.

Safety Measures:

- The school follows the Social Personal Health Education curriculum and the *Walk Tall, Stay Safe, RSE* Programmes which promotes internet safety and safe use of all devices. They will use information and resources from www.webwise.ie to enhance this teaching and learning.
- Students will never be unsupervised when using devices during school hours.
- Staff will log off any sites containing school data and will never save their usernames or passwords to a school device.
- Parents will be asked to agree to this policy at the time of enrolment. If they opt out they must do so in writing and this will be recorded on their child's record on Aladdin. Their child will not be able to participate in any teaching and learning activities that include the use of school devices.
- Staff will use their school email addresses **only** to access school documents from the school Google Drive.

Distance Learning and Online Behaviour:

- Seesaw and Aladdin Connect are used for distance learning as our Homework & Digital Portfolio Platform. Parental permission is sought through Aladdin Connect to enrol a child on the platform.

- Google Meet and Zoom App are used for Staff meetings, BOM meetings, Committee meetings and Information meetings/Webinars for parents. Best Practice security procedures are followed. (See Appendix 1).

- Children may have access to online educational programmes for use in school and at home as part of their Digital Homework.

- Students, under the supervision of parents, are asked not to reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or social media contacts.

- Students, under the supervision of parents, must not post or share personal information about pupils, staff or other members of the Scoil Maelruain Junior community on social media.

- Parents, staff and pupils are not permitted to share digital images of pupils, staff or members of the Scoil Maelruain Junior community in school related activities in mainstream or social media without explicit permission from the member of the school community, staff member or parent of the student in the digital image/s. This includes images that may have been shared by the school such as photostories.

- Students, under the supervision of parents, must not use social media or the Internet in any way to harass, insult or abuse other individuals. This applies to online communication both inside and outside school.

- Students, under the supervision of parents, may not seek to connect with or "Friend Request" any member of school staff using any social media facility.

- Students may not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- The use of all instant messaging services or apps by pupils is strictly forbidden in school or on any school device.

- Cyberbullying: The school adheres to the DES Procedures for Anti-bullying for Primary and Post Primary Schools definition of bullying as "unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person or persons and which is repeated over time." This definition includes cyberbullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying due to the potential to be circulated to many users. Incidents of cyberbullying will be dealt with under the Scoil Maelruain Junior's anti- bullying policy.

- Critical Incidents: As per the school's Critical Incident Management Policy, in the event of a critical incident in Scoil Maelruain all pupils, parents and staff will be expected to abide by this AUP.

Staying Safe in the Distance Learning Environment
- It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at

www.webwise.ie to support teachers, parents and students. Schools should also ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

- Principals and teachers should keep personal data safe when working from home and follow the data protection policy around the use of email in their school.

- All staff have been advised to log out of school related websites or Apps after use. All staff have been instructed not to save passwords on devices for any websites/apps which may contain sensitive information.

- Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing. Video conferencing with students.

- If it is deemed appropriate for a teacher, SNA or other staff member to video call a student, consent needs to be sought from parents through Aladdin Connect Permissions. The School's Code of Behaviour and this AUP apply during all meetings.

- A staff member of Scoil Maelruain Junior will host the meeting inviting the pupil and his/her parent/guardian. The host will immediately end any meeting where breaches of the Code of Behaviour or the AUP occur. Managing the Organisation during school closure.

- School management and staff use Aladdin connect, the school email and the school website to communicate with parents/guardians during school closure. Parents can contact staff members via work email address, for example *teacher@scoilmaelruainjunior.org*. Emails will be answered within school hours, 8.50am - 2.30pm.

- Staff meetings and Board of Management meetings are held on secure video conference platforms such as Google Meet or Zoom Meetings.

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:
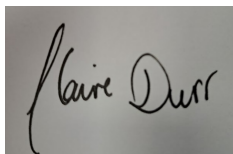
- Data Protection (Amendment) Act 2003
- Irish Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
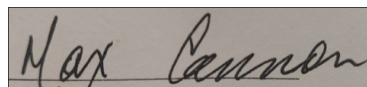- The Data Protection Act 1988

Sanctions

Misuse of the Internet may result in disciplinary action in accordance with our Code Of Behaviour and Anti Bullying Policy. The school reserves the right to report any illegal activities to the appropriate authorities.

Date: 28th November 2022

Signed:

Claire Durr, Principal

Max Cannon, Chairperson Board of Management

Appendix 1:

Best Practice protocols for online meetings.

- 5 Invitations with link/meeting ID and Passwords are sent to relevant participants only and must not be shared with others. All available security settings are enabled e.g. waiting room / screen sharing.
- Participants must use their real names when attending a meeting for identification purposes. Participants are asked to dress appropriately.
- Participants are not permitted to record the screen, sound or any part of a meeting, presentation or webinar without the prior consent of all involved.
- Participants will be informed of any incidence where school management is recording a meeting and the purpose of the recording will be outlined. (eg To facilitate those unable to attend at a particular time - 6th class Graduation/Junior Infant Parent Information evening).
- In large meetings, all attendees will be muted and cameras of attendees disabled. Larger meetings will have more than one Host/Co-host to manage Waiting Room + Q&A. The Q&A facility may be used where appropriate.
- The school management reserves the right at all times to remove an attendee from a meeting if the behaviour of an attendee is deemed inappropriate or in breach of the AUP.
- In any incidence where children are attending a 'meeting', a parent/guardian must give permission for the child to attend and/or be present at the start of the meeting. The host is the last to leave the meeting and will 'End Meeting'.