



## Scoil Maelruain Junior

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### **Acceptable Usage Policy For Digital Learning**

Date	October 2022
Initial Draft	2005 redrafted and re-ratified 2018 Redrafted Oct 2022 Redrafted June 2024
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 Therefore, if the school Acceptable Usage Policy for Digital Learning (AUP) is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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AUP Permission can be withdrawn by parents or guardians at any time with written notice which is submitted to the school and stored on Aladdin Schools. If permission is withdrawn the child can no longer be included in activities using digital technology.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](http://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](http://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.

#### ***Online Behaviour:***

- Children may have access to online educational programmes for use in school and at home.
- 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.

## **School Staff & Social Media**

The Board of Management of Scoil Maelruain JNS has developed the following code of practice for staff regarding social media, commercial practice, and marketing within the school grounds or involving the school. These expectations are mandatory for all individuals working in the school, including staff, students on placement, volunteers, and outside providers. A copy of this document will be provided to all personnel. Any questions or feedback on the guidelines should be directed first to the Principal, as the day-to-day manager of the school, followed by the Board of Management.

The Board of Management adopts the Teaching Council's "Guidance for registered teachers about the use of social media and electronic communication" as guidance for school staff in this area. All staff should read the guidance document, available here: [Guidance for registered teachers about the use of social media and electronic communication](#). When drafting this code of practice, the Board of Management has considered relevant sections of the Teaching Council Code of Professional Conduct for Teachers, including standards 1.5, 2.2, 2.5, and 4.8.

When discussing social media in this document, examples include, but are not limited to, sites such as Facebook, LinkedIn, Twitter, YouTube, Instagram, TikTok.

### ***Commercial Practice & Marketing in the Classroom or School***

Any paid partnership between a member of school staff and a commercial business that requires any part of the agreement to be performed on school premises or with members of the school community requires written approval from the Board of Management. Payment includes financial payment or personal benefit in kind/gifted items.

### ***Promotion of Commercial Materials***

Initiatives promoting commercial activities to schools, pupils, and parents require written approval from the Principal. The Principal should consider the balance between the potential benefits of positive links with businesses and protecting children and their parents from inappropriate marketing when making decisions.

### ***Use of Film/Photography in the Classroom or School***

The use of photography or video taken on school premises on personal social media accounts requires written permission from the Board of Management.

Taking video or photographs of standardized or diagnostic tests and sharing them outside of the school in any manner is strictly prohibited.

### ***Use of Pupils' Work on Personal Social Media***

The use of pupils' work or recordings of pupils' work on personal social media accounts requires the consent of the pupil and written consent from the parents and the Board of Management.

### ***Use of School Identity on Personal Social Media***

The use of the school name, or any identifying images, features or descriptions on personal social media accounts requires written permission from the Board of Management.

## **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:

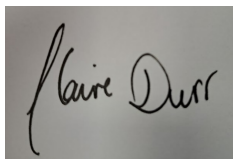
- Data Protection (Amendment) Act 2003
- Irish Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Sanctions**

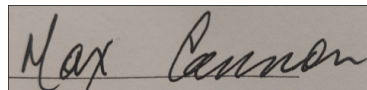
Misuse of the Internet may result in disciplinary action in accordance with our Code Of Behaviour and Anti Bullying Policy. The school reserves the right to report any illegal activities to the appropriate authorities.

Date: 28th November 2022

Signed:

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Claire Durr".

Claire Durr, Principal

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Max Cannon".

Max Cannon, Chairperson Board of Management

