



Acceptable Use Policy (AUP)

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 via the school's network is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in this AUP – will be imposed.

It is envisaged that the school and parent representatives will revise the AUP on a regular basis. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The original version of the AUP was created in January 2008. It was revised in 2012, in 2015 and again in 2019. This version was revised in 2020 to include a section on Distance Learning.

SCHOOL'S STRATEGY.

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

General

- ✚ The intention to teach and learn using electronic devices and the school's internet is always focused to add educational value to the student, class and teacher.
- ✚ Internet sessions will always be supervised by a member of staff.
- ✚ Filtering software 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 personal memory sticks, external drives or other digital storage media in school will require the teacher's permission.
- ✚ Students will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

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 material 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. However, all websites will be vetted by the class teacher.
- ✚ Students will be familiar with copyright issues relating to online learning.
- ✚ Students will never disclose or publicise personal information.
- ✚ 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.

E-mail

- ✚ Students may be given the opportunity to 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, 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 pictures.
- ✚ Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- ✚ Students will note that sending and receiving email attachments is subject to permission from the teacher.
- ✚ Parents and staff should only communicate through the official school email address (etnavan@hotmail.com) or staff school email addresses.

Internet Chat

- ✚ Students will only have access to chat rooms, discussion forums or other electronic communication forums 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.
- ✚ User names will be used to avoid disclosure of identity.
- ✚ Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website (navaneducatogether.ie)

- ✚ Pupils may be given opportunity to publish projects, artwork or school work on the World Wide Web.
- ✚ 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 blogs, will be checked frequently to ensure they do not contain personal details.
- ✚ The publication of student's work will be coordinated by a teacher.
- ✚ Pupils' work will appear in an educational context on Web pages.
- ✚ Digital photographs and video clips of school activities will be published on the school website.
- ✚ 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 – will not use pupils' names in image file names or ALT tags if published on the web.
- ✚ Pupils will continue to own copyright on any work published.

School Facebook Page

The purpose of having a school Facebook page is to;

- ✚ Convey information to parents regarding specific events and activities
- ✚ Convey information to new or prospective parents
- ✚ Convey information to wider audience regarding positive advertisement of school and promotion of school.
- ✚ Convey information to wider audience of school life – photos of pupil projects, events, achievements, etc.
- ✚ Continued advancement of our school communication system with information shared via paper notes, email, website, Facebook and parents WhatsApp groups.

Those using our social networking site must abide by the following;

- ✚ Users cannot advertise products or services on our school Facebook page.
- ✚ Users should ensure that online messages or comments are respectful.
- ✚ Users should avoid negative conversations about children, staff or parents. If there is an issue, social media is not the place to raise it. Comments of this nature will be deleted.
- ✚ Users should not ask to become 'friends' with staff as failure to respond could cause offence.
- ✚ Users should not add comments that can identify children.
- ✚ To use Facebook, one must be 13 years of age or older. Therefore, current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page.

Taking Images at School Events

The school understands that parents and families like to take photographs and record videos of school events. There is nothing under the GDPR prohibiting people from taking photographs or recording video at events that are open to the public. However, if a photograph or video also contains images of other children, we ask that common sense and common courtesy is applied with regard to the use of these images, to ensure that the rights of all individuals are respected.

Personal Devices

The possession and use of mobile phones and other devices by school pupils is now extensive, even in the primary school sector. The school 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. However, a sensible policy which balances the opportunities and challenges gives school the ability to ensure that all children and staff are kept happy and safe. Parents are asked to discourage their child from bringing in mobile devices to school. Where a pupil does bring a mobile device to school, it must remain switched off during the school day and may not be used for any purpose. Mobile devices must be handed to the class teacher in the morning. They will be securely stored and returned to the pupil at home time. Navan Educate Together NS cannot take any responsibility for loss, damage or theft of any device brought into school.

Distance Learning

- ✚ In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw, Padlet, Aladdin, Zoom, Webmail or other Online Platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- ✚ The school has signed up to the terms of service of the Online Platforms in use by the school.
- ✚ The School has enabled the most up to date security and privacy features which these Online Platforms provide.

- ✚ Parents/Guardians will be provided with a password for Seesaw (or other Online Platforms) and will be expected to monitor their child's use of any or all Online Platforms that are being used.
- ✚ If teachers are using Zoom, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their child access to lessons on Zoom or any other similar Online Platform that has a live or recording facility.
- ✚ Parents/Guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- ✚ Parents/Guardians must agree to ensure their child's behaviour adheres to the Navan Educate Together Anti-Bullying Policy, Code of Behaviour, and other relevant policies.
- ✚ Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded – unless specifically permitted by the school.
- ✚ Parents/Guardians, children and staff must be vigilant in terms of child protection with regards to recording children online.
- ✚ Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they deem to be disrespectful in tone.
- ✚ Excessive contact from an individual, staff to parent, parent to staff, staff to staff, is unacceptable. Parents and staff have the right to ask for less communication.
- ✚ Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.

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

Sanctions

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

This policy has been reviewed regularly since 2008 and this current version of the policy was reviewed in 2020.

Ratified By The B.O.M.

Signed by: Anthony Mackey
Chairperson

Date 23rd September 2020