



Acceptable Usage Policy

2023

SAINT FINIAN'S
NATIONAL SCHOOL

Acceptable Use Policy

School Name: St. Finian's N.S.

Address: Glenties Park, Finglas, Dublin 11.

Updated September 2023

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It also outlines acceptable use with regard to mobile phones and personal devices at the school.

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.
- 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 will be provided with training in the area of Internet safety as part of annual anti-bullying training. Teachers are asked to engage with the online training material provided on the Webwise website.
- 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 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.

World Wide Web

- Users will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. They will not make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to objectionable material.
- Students will report accidental accessing of inappropriate materials to the teacher supervising their use of the Internet.
- Students will use the Internet for educational purposes only.
- 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.
- If teachers are registering students with online providers of educational games and assessment platforms only the student's initials will be used to identify them. Similarly, only student's initials will be used to identify students in plans stored with online providers (e.g. Google Drive). Please see Data Protection Policy for further 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.

Email/Internet Chat/Social Networking/Social Media Apps and Sites

Students will not use personal email accounts/Internet chat rooms/blogging sites or social networking and media at school (e.g. FaceBook, Snapchat, Instagram, Tik Tok etc.).

Gaming

Students will only engage in online educational gaming at school, such as Minecraft for Education or Scratch programme.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web through the school's website. The procedures for uploading content to the site are outlined below.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff or the reputation of the school.
- The publication of student work and indeed any posts to the site will be carried out 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 endeavor to use digital photographs, audio or video clips focusing on group activities. Content identifying individual students will not be published on the school website without parental permission.
- 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 the copyright on any work published.

Mobile Phones and Other Personal Devices

- Generally, phones are not permitted in school, except where a parent has reasonable grounds to request that a child has their phone **for an exceptional reason**. In this case, the parent must contact the Home School Community Liaison and explain the grounds for requesting a phone is permitted.
- **Pupils who are obliged to carry a mobile phone** must switch it off on entering the school grounds in the morning and the phone must be kept in the child's schoolbag all day.
- Pupils are forbidden to switch their phone back on until they leave the school grounds after school. (See **Mobile Phone Policy 2023/2024** for more details)
- School personal devices such as school tablets and ipads may be used to enhance the delivery of teaching, learning and assessment. Using ipads to take photos is limited to photos authorized by the teacher that are taken as part of teaching, learning and assessment.

Cyber-bullying

Cyberbullying is bullying through the use of technology. Bullying including cyberbullying is unacceptable behaviour. Pupils will receive annual training in 5th and 6th class on bullying including cyber-bullying. They will also follow the Webwise online anti-cyberbullying training 'My Selfie and Wider World'. Please see our Anti-bullying Policy for procedures relating to dealing with cyber-bullying.

Legislation

The school follows 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

Information relating to safe Internet usage for parents and teachers can be found on the Webwise website at the following address:

<https://www.webwise.ie/>

<https://www.cybersafekids.ie/>

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.