Scoil Naomh Eltin

ICT and Social Media Acceptable Use Policy

Introductory Statement

Scoil Naomh Eltin recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use. We blog at www.scoilnaomheltin.ie and this is our school website.

This Acceptable Use Policy outlines the guidelines and behaviours that our students and teachers are expected to follow when using school technologies for school activities of any nature.

Technologies Covered

Scoil Naomh Eltin may provide students with internet access, desktop computers, interactive whiteboard, laptop or tablet devices. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

Scoil Naomh Eltin ICT Broadband Network

The Scoil Naomh Eltin computer network is intended for educational purposes.

- All activity over the network may be monitored and retained by our technology partners Elasnik.
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education. The broadband network is provided by, maintained and monitored by the Professional Development Service for Teachers.
- Students and staff will not have access to the broadband password only the designated ICT post holder, Elasnik and the principal.
- Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it

shouldn't be, the student can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service.

- Teachers have full editorial rights over the school website. Each class teacher shall monitor their own class page. Students will not have access to relevant passwords.
- If students wish to post something on the school website it must go through the class teacher first.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the existing Scoil Naomh Eltin Code of Behaviour.
- Misuse of school resources may result in disciplinary action.
- We make a big effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.
- Students are only to access internet when there is a teacher in the room to supervise access.
- The staff and teachers of Scoil Naomh Eltin commit to not using the website or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on the website (if enabled).
- On advice from Elasnik the school does not currently use or engage with online platforms like twitter or facebook due to General Data Protection Regulation compliance.

General I-Pad Rules

- Students will only use i-pads when under the supervision of the class teacher.
- I-Pads are only to be used for educational purposes.
- The school reserve the right to decide on the appropriateness of available Apps. The teacher will decide on the App they want and with approval this will be installed by ICT postholder who has the password for the apple ID.
- Students will not be able to install Apps.
- Only the apps specified by the classroom teacher are to be open during class.
- Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recording are to be taken unless specified and supervised by a teacher. Breaching this rule is a disciplinary action.
- Students may not use their iPads to communicate with each other, unless directly instructed to do so by a teacher, during the school day.
- Audio output from i-pad is only permissible with a request from the classroom teacher. Headphones may also be used.
- Students should not request the use of other student's i-pad or swap during lessons.

- Students should close apps at the end of each lesson.
- All iPads must be returned to and stored in the i-pad locker after use.
- Students have a responsibility to handle i-pads with care in order to prevent damage.

General Interactive Whiteboard Rules

- Student only to use board with the teacher's permission.
- Teacher to preview any content before it is displayed on the board (images, videos, websites, apps, songs etc)
- Teachers to maintain their own projectors by cleaning the filters at least once a month.
- Boards to be maintained and installed by Lios Doire Ltd.

General Teacher Laptop Rules

- Only teachers who have laptops designated to them are to have access to said laptop.
- Students are not to have access to teacher's laptop.
- Teachers are allowed to bring laptops home but only they have permission to access laptop.
- Laptops shall be maintained, repaired and updated by Elasnik.
- Each laptop shall have access to NAS, Microsoft office and the school printer.

Photographs

Scoil Naomh Eltin use the school website to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to compliment text content on the website. We advise the following:

- Photographs of the children will only be displayed online through our various website with explicit consent from parents/guardians through a note signed on their enrolment form.
- Children will not be named in full – first name will suffice. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.
- No child shall be photographed and named under that photograph specifically if they are the only student photographed.
- Parental permission to be sought for posting child's picture on the webpage.

Mobile devices in the possession of Scoil Naomh Eltin students

Students may not use personally owned devices in school (e.g. phones, laptops, tablets computers, digital-cameras, and smart-phones) for educational purposes, unless explicitly stated in notes read

and signed by parents/guardians and written by their classroom teacher. Appropriate online behaviour and adherence to the expected use policy should always be used.

If students bring phones to school, they are to be powered off for the school day and are to be kept in their schoolbag. They are not to be turned on in the school grounds.

Scoil Naomh Eltin Security

The school anti-viral protection system is chosen, installed and maintained by Elasnik.

We ask that our students inform their teachers if they have any concerns regarding the validity of a website they maybe on. Students are reminded not to click on anything they feel is not legitimate. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of:

- Supervising teacher.
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birthdates over the Internet without adult permission.
- Students should never agree to meet someone they meet online in real life without parental permission.
- Students' images will not be shared online (on the Scoil Naomh Eltin website) without explicit expressed permission from their parents.
- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.

Cyber-bullying:

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Scoil Naomh Eltin. We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.

- In some cases, cyber-bullying is a crime.
- Remember that your activities are monitored and retained.
- The school will support students, teachers and parents in dealing with cyberbullying.

Scoil Naomh Eltin is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

Violations of this Acceptable Use Policy

Violations of this policy in Scoil Naomh Eltin will have disciplinary repercussions.

Parent Guidelines for Contacting a Teacher

The following are the contact guidelines to ensure contact between parents, teachers and students is both in line with Child Safeguarding and GDPR compliant for all involved during the current lockdown.

- If your child is communicating with his/her class teacher, please allow them to do so via <u>one</u> of the parent/guardian email addresses which are on our Aladdin System.
- Parents/Guardians are always asked to supervise this and check emails before they are sent.
- Please do not allow your child to go between both parent emails as this causes confusion.
- Teachers will respond to emails as soon as possible within school hours.
- Students are not to allowed to use their own personal email addresses to contact teachers.

Teacher Guidelines for Contacting Parent/Student

The following are the contact guidelines to ensure contact between parents, teachers and students is both safe and GDPR compliant for all involved during the current lockdown.

- Only use your official school email when contacting parents, no use of personal email addresses.
- The parent/guardian's Aladdin given email address is the only point of contact when contacting a student.
- Do not engage or contact students through their personal email addresses.
- On receipt of an email from a student's personal email address delete it immediately and try not to open it in the first place.

- Be sure to send work bank to both parents where requested to so.
- Keep replies to emails to between school hours.
- On receipt of an email from a student's personal email address delete it immediately and try not to open it in the first place. Contact parent and remind them of proper contact procedure.
- It is okay for photos to be sent to teacher emails as they are within the school domain.
- If ringing parents from personal mobile block your number where possible.
- Get parents' permission before putting work up on the school website.
- Send out work banks on agreed upon scheduled times.
- Your laptop and all data therein belong to the school. Please shut down your laptop when not in use outside of the school and do not give access or share information on it with anyone.
- Internet access when using your laptop in school is under the department of education filtration and monitoring systems. When using your laptop at home you may not have the same high standard of filtration and monitoring so please be vigilant.
- Teachers are not to download their Microsoft outlook on to their phone as the phone is not school property. Microsoft passwords will be changed to enforce this.

Student and Teacher Compliance with Acceptable Use Policy for ICT

I will:
- Use school equipment for school-related activities only.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use.
- Encourage positive, constructive discussion if allowed to use blog or represent the school online.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning reasons.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Signed: _____

Date: _____

Review of Policy

This policy is subject to review at the discretion of the Board of Management and will be kept under on-going review. This policy is under an ongoing and developmental process, in light of changes to resources, guidelines and legislation.

Availability of Policy

This policy has been made available to school personnel and provided to the Parent Association.

Ratification of Policy

This policy was ratified by the Board of Management on the 2nd of June 2020.

Signed: *Donal Herlihy*   Date: 02/06/2020
            Donal Herlihy
            Chairperson, Board of Management