

Burrane National School

Acceptable Use Policy for Internet Usage

Statement

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 Therefore, if our Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined will be imposed.

It is envisaged that school and Board of Management representatives will revise this policy every two years. This policy should be read carefully to indicate the conditions of use are accepted and understood.

School 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 following will apply to the use of computers, devices & internet at school. Parents will be responsible for monitoring and supervising computer usage at home.

- Internet usage will be in the presence of a teacher or other staff member eg. SNA/classroom assistant
- Pupils will use the computers, laptops and other devices with permission of the teacher.
- Filtering systems will be used in order to minimise the risk of exposure to inappropriate material. These filtering systems are through the National Centre for Technology in Education.
- The school will regularly monitor pupil's internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection will be used and updated regularly.
- The use of personal memory keys is prohibited.
- Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.
- As part of the school's SPHE programme, pupils will undertake age appropriate lessons in internet safety.

World Wide Web

- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will use the internet for educational purposes only.
- Pupils will be made familiar with copyright issues related to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils will be made aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons.

School Staff

- School staff may not use the internet for personal use during school hours, with the exception of break times.
- School staff is strictly forbidden to access inappropriate material on the internet at any time.

E-Mail

- Classes may use approved class e-mail accounts under the supervision and with the permission of the teacher.
- Pupils will not send or receive material that is illegal, obscene and defamatory or that is intended to hurt or intimidate another person.
- Pupils will not reveal their own or another pupil's personal data such as addresses, telephone numbers, pictures or information relating to the school.
- Pupils will never arrange a face-to-face meeting with someone they have met on the internet.
- Pupils will not send or receive e-mail attachments without the permission of the teacher.

Internet Chat

- Pupils will only have access to discussion forums or other electronic communication forums such as zoom, which have been approved by the school.
- Any electronic communication forums will only be used for education purposes and will be supervised.
- Face-to-face meetings with someone organised via the internet is forbidden.

School Website

The website's primary aim is to improve the communication flow between teachers, parents, students, Board of Management and other interested bodies as appropriate.

Website Content Policy: The website will include current information on items such as the following:

- School information
- Board of Management Information
- Parents' Association information / fundraisers
- School policies
- Extra-curricular information
- Academic, musical, theatrical, etc.
- Academic calendar
- Sporting calendar

- Student Achievements
- Picture gallery
- Holy Communion / Confirmation

Pupils content on website:

- Pupils will be given the opportunity to publish approved projects, artwork or school work on the school's website.
- The publication of student work and photographs will be co-ordinated by teachers and uploaded by the principal teacher or deputy principal.
- Pupils' work, activities and pictures will appear in an educational context on the school's website.
- Photographs, audio and video clips will appear in an educational context.
- Personal pupil information including pupils' names, addresses and contact details will not be published on the school website.
- Pupils will continue to own the copyright on any work published.

Educational Apps and websites

Students may access online resources that collect and store data, monitor progress and allow teachers to provide feedback. Such websites and applications may also be used for possible distance learning in the event that Burrane N.S. is closed for an unexpected length of time or in a public health emergency. (See Covid - 19 Distance Learning Acceptable Use Plan)

Applications may include

- readtheory.org
- khanacademy.org
- typing.com
- spellingcity.com
- quizlet.com
- matific.com
- irishhomework.ie

Personal Devices

Personal devices are not allowed in school, unless for authorised reasons as per the mobile phone policy. The unauthorized taking of images still or moving and recording of audio is prohibited on all school devices and is in direct breach of the school's acceptable use policy.

Google Forms

- Google Forms are designed for simple surveys. The school may use Google Forms to carry out simple surveys via email or by using the school website. When using Google Forms for any purpose, the following aspects are important
 - Seek approval of Principal before circulating a Google form

- Review and Test your Google Form before it goes live
- When using Google Forms, Burrane N.S. is regarded as a 'Data Controller'. Accordingly, all staff as employees of the Data Controller must abide by data protection rules and obligations under GDPR when using Google Forms. Remember that, information you gather using Google forms, must not made available to third parties and is only used by Burrane N.S. in line with the purposes for which it was provided.
- To publish a Google Form on the schools web page or to circulate it by email, see the following steps:
 - ✚ Step 1: Open a form in Google Forms
 - ✚ Step 2: In the top right-hand side of the screen, click the 'Send' button
 - ✚ Step 3: At the top of the window that appears, click the Link icon
 - ✚ Step 4: Copy the link that appears

Facebook

- The school has a Facebook Page, information and photographs are uploaded by the principal teacher and deputy principal.
- Facebook is used for promotional purposes and to link the school's website to the wider community.

Aladdin

- The school uses the education administration software package 'Aladdin' for all school administration. This was approved by the Board of Management in 2018 (Beginning in September 2018)

Legislation

- The school will provide information on the school's internet policy and parents/guardians will be asked to sign a form giving their children permission to use the internet in school under the terms of this policy.
- Links to the full text of these acts are available in the Resources for Schools section of www.webwise.ie

Support Structures

- Parents are asked to inform themselves of key support structures and organisations that deal with illegal material or harmful use of the internet.
- Teachers are encouraged to attend in-service training in this area.

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 reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed and ratified by the Board of Management in

Signed: _____

Date: _____

(Chairperson of the Board of Management)