

Acceptable Usage Policy

School Details

School:	Gaelscoil Uí Drisceoil
Address:	Duncitil, Gleann Maghair Co. Chorcaí
Phone:	0214822482
Email:	gaelscoiluidrisceoil@gmail.com
Website:	www.gaelscoiluidrisceoil.com
Category:	Multi-denominational 23 oide

Number of Students on Roll : 484

Introductory Statement

This policy was compiled in 2015 in consultation with teachers, the Board of Management and parents and reviewed in January 2019.

Ethos

Gaelscoil - a school in which all subjects are taught through the medium of Irish in an attractive encouraging environment. Irish is the language of the school community, between children, teachers and management.

- **Multi-denominational** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school whilst positively affirming the professional role of the teachers

Where the Irish and English versions of this policy are at variance with one another, the Irish version is deemed to prevail. The Principal and

Chairperson will be happy to clarify any matters arising from this policy.

Rationale 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 is considered as 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in this AUP- will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood. The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The Board will ensure that the AUP Policy, takes cognisance of - The Children First: National Guidance for the Protection and Welfare of Children (Department of Children and Youth Affairs 2011) and the new Anti-bullying Procedures for Primary and Post-Primary Schools (published in September 2013 – Department Circular 0045/2013)

Electronic Gadgets such as I Pods, mobile phones, I pads, MP3s, PSPs etc can be intrusive and distracting in a school environment. Strategies must be put in place to reduce the intrusiveness of unauthorised technology in a school situation.

- Mobile phones pose a risk of misuse as they may be used to conduct bullying campaigns.
- Mobile phones can be valuable items and might render a pupil vulnerable to theft.
- Mobile phones can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

Relationship to characteristic spirit of the school

The unauthorised use of Mobile phones and other electronic devices may cause an unsafe environment for children and staff in our care, and unless provided by the school for educational purposes could be used to cause distress and upset which would be totally against the ethos of the school. It is a criminal offence to use a mobile phone to menace, harass or offend another person. Refer to our Code of Behaviour and our Anti-Bullying Policy.

Aims

- To inform all members of our school community about the appropriate use of electronic equipment at our school and to outline the procedures and processes of this policy.
- To lessen intrusions on and distractions to children's learning
- To keep the school as a safe place, free of cyber bullying, text bullying and to avoid situations where electronic gadgetry could cause envy and division.

Internal school Procedures:

- The Board of Management prohibits all children from bringing electronic devices such as ipads, mobile phones, ipods/mp3 players/games consoles etc. to school, on the school bus or on school tours.
 - Children who need to contact home in an emergency during school hours may do so through their class teacher/office using the school landline.
 - Parents who need to contact their child urgently during school hours must do so through the use of the school landline ONLY.
 - Any pupil who uses a mobile phone within the school confines, on a school tour or at a school event, school bus, or brings an electronic game to school will have it confiscated along with the SIM.

The device will be turned off, parents will be informed, and the phone/gadget will not be returned to the pupil for 24 hours and parents will have to collect the phone from the school.

If there is a further infringement of this rule the phone/gadget will be kept in the school for a week, the parents will be informed and the parents must collect the phone/gadget personally after the week is up.

- If there is ever a situation where it is found that a phone/camera phone has been misused within the school grounds, it will be treated as a gross misdemeanour through the Code of Behaviour.
- If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to the Principal and parents will be asked to collect it from the school.

Subject Matter

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 pupil's Internet usage Students and Teachers will be provided with training in the area of Internet Safety

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- Uploading/ downloading of software/programs will not be permitted.
- Virus software will be used and updated on a regular basis.
- Students will observe good “netiquette” at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons

World Wide Web

Pupils will use the Internet for educational purposes only.

School Web Site

- Pupils will be given the opportunity to publish projects, artwork or school work on the School Website.
- The publication of student work will be co-ordinated by the named ICT co-ordinator in consultation with the School Principal.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
- Pupils' full names will not be published beside their photograph
- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.

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:

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

Copies of these Acts are available from the Government Publications Office, and the government website, irl.gov.ie.

Support Structures

Internet Safety advice is available for parents and pupils at www.ncte.ie, www.webwise.ie, www.scoilnet.ie, www.saft.ie

Filtering

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic communication tools to which users may be exposed. Gaelscoil Uí Drisceoil's Internet access

is provided by the NCTE only through the School's Broadband Network. The Schools Broadband Network operates a web filtering Service. This is a hosted service designed to provide WEB Url filtering for schools, libraries, government agencies and enterprise businesses of all sizes. What this means is that websites accessed on the School Broadband Network go through a level of filtering to ensure that inappropriate sites are excluded and a "web page Blocked" message is displayed. No filter is 100% accurate. The most effective filtering tool is teacher vigilance.

Responsibilities of Staff members

1. Staff members will follow guidelines set out in the acceptable use policy
2. Staff members will sign the acceptable use policy agreement having read the policy and agree that they understand the guidelines and that they are satisfied to follow the guidelines and take responsibility
3. Staff will supervise children while using the internet
4. Staff will demonstrate how to use technology appropriately in the school setting
5. Staff will focus on the school curriculum
6. Staff will ensure that the acceptable use policy permission form has been signed by children
7. Teachers will ensure that computers are used legally as is dictated by the software licence
8. There will be no unauthorised use of software by staff.
9. The staff will not seek or send or accept material that is contrary to the mission statement, the ethos and values of Gaelscoil Uí Drisceoil.
10. Staff members will keep their phones on silent during school hours and personal calls/texts should only be made during the school breaks. There are exceptions to this: If a staff member is expecting an urgent call eg. News regarding a family member who is ill etc.
11. The use of mobile phones by staff for essential calls should be kept to a minimum and should be taken/ made in an area where pupils are not present.
12. Teachers switch on phones when out on school trips in the locality or further afield.
13. Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.
14. *Staff members are prohibited from being friends with parents or pupils on any form of social media*

Responsibilities of the Whole School Community regarding Electronic Devices and Internet usage

All school children must adhere to the rules as laid down in the acceptable usage policy

1. *I will ask permission before entering any Web site, unless my teacher has already approved that site.*
2. *I will not bring external storage devices such as usb drives into school.*
3. *I will never give other people's personal details e.g. addresses, telephone numbers, on the internet and I will not give any information about others without permission of that person and my teacher.*
4. *If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately*
5. *I will not use internet chat.*
6. *I know that the school may check my computer files and may monitor the sites I visit.*
7. Electronic devices must be respected and looked after and the policy must be followed at all times.
8. *All school ipads will be numbered and have a protective case*
9. *Ipads will be charged overnight in the ipad box and a member of the student council/teacher with post of responsibility will ensure that the 32 ipads are returned into the two storage safes charging every evening.*
10. A soft cloth as recommended will only be used to clean screens of ipads, televisions and computers.
11. Ipads will remain in storage safes except when in use in classrooms.
12. Any damage or issues around the working of electronic equipment should be reported to school principal immediately.
13. Children and general staff members are not permitted to download apps.
14. The school management ensure that all apps that uploaded onto the ipads/computers are appropriate.
15. Personal passwords are never permitted to be created or used on any of the school electronic devices.
16. The screen saver and backgrounds of televisions may never be altered or changed by children.
17. Children are not permitted to take photographs with electronic devices.
18. Electronic devices may only be used for teaching and learning. They are educational aid only and children are not permitted to use them at lunchtimes, breaktimes or if a class is divided on any given day.

19. Classes will follow the timetable for the ipads and for the computer in the computer room which is available on the computer room notice board.

20. Appropriate supervision will be carried out while children engage in use of electronic devices for projects or school work in classrooms or in the computer room.

I understand that if I break these rules, I could be stopped from using the internet and computers and my parents will be informed.

Sanctions

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

Gaelscoil Uí Drisceoil: Foirm Cheada Idirlín

Féach le do thoil ar an bPolasaí Úsáide Inghlactha, sínigh agus cuir ar ais an fhoirm seo chuig an bPríomhoide

Please read through the Acceptable Use Policy, sign and return this permission form to the Principal.

Ainm an Dalta:

Pupil's Name: _____ Rang: _____

Class: _____

Dalta/Pupil

Comhaontaím Polasaí Úsáide Inghlactha na scoile a leanúint maidir le húsáid an Idirlín. Bainfidh mé úsáid as an Idirlíon ar bhealach freagrach agus comhlíonfaidh mé na rialacha ar fad a mhíneoidh an scoil dom.

I agree to follow the School's Acceptable Use Policy with regard to the use of the Internet. I will use the Internet in a responsible way and I will follow the rules as explained to me by the school.

Síniú an Dalta: Dáta:

Pupil's Signature: _____ Date: _____

Tuismitheoir/Caomhnóir/ Parent/Guardian

Mar thuismitheoir/Caomhnóir dlíthiúil an dalta thuas, tá an Polasaí Úsáide Inghlactha léite agam agus tugaim cead do mo mhac/iníon rochtain a dhéanamh ar an Idirlíon. Tuigim go bhfuil rochtain Idirlín leagtha amach chun críocha oideachais. Tuigim freisin go bhfuil gach reamhchúram réasúnach glactha ag an scoil chun soláthar a dhéanamh do shábháilteacht ar líne ach ní féidir freagracht a bheith ar an scoil má dhéanann daltaí rochtain ar ghréasáin mhí-oiriúnacha.

As Parent/legal Guardian of the above pupil, I have read the Acceptable Use Policy and allow my son/daughter to use the Internet. I understand that searching on the Internet is for educational use. I also understand the school is taking every reasonable precaution to ensure Internet Safety, but that the school cannot be responsible if a pupil accesses unsuitable sites.

Maidir le greasán na scoile tuigim sa chás gur cuí leis an scoil sin gur féidir obair scoile mo linbh a roghnú le cur ar ghréasán na scoile. Tuigim téarmaí an Pholasaí Úsáide Inghlactha agus glacaim leo maidir le obair leanaí a fhoilsiú ar ghréasán na scoile.

I understand that in the case of my child's work being chosen to be displayed on the school's website, it will be as per the AUP (Acceptable Use Policy). I understand the terms of the AUP and I accept these terms with reference to publishing children's work on the school's website.

Glacaim leis an t-eolas thuas

I accept the above information

Síniú: Dáta:

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Signed: _____ Date: _____ Seoladh:
Fón:
Address: _____ Phone: _____

Ní ghlacaim leis an t-eolas thuas

I don't accept the above information

Síniú: Dáta:

Signed: _____ Date: _____ Seoladh:

Fón:

Address: _____ Phone

Internet Permission Form

Dear Parent/ Guardian,

As part of the school's education programme, we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance student's learning experience. However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your home, and see if there is any way you could make it safer for your own family.

Le dea-mhéin,

Siobhán Ní Chatháin
Príomhoide

1. *Employees will follow the guidelines set forth in this A.U.P.*
2. *Employees will return the application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions 3. Employees will supervise student use.*
4. *Employees will model and provide instruction in the ethical and appropriate use of technology in a school setting.*
5. *Employees will maintain a curricular focus.*
6. *Employees will ensure all students have signed an AUP permission form before allowing them access the Internet and network. 7. Employees will keep the user password secure and confidential. 8. Employees will ensure that the computer is being legally used according to the software's licence*
9. *Employees will only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the principal.*
10. *Employees will not transmit, request or receive materials inconsistent with the mission, ethos and values of Gaelscoil Uí Drisceoil*

Acceptable Use

- Gaelscoil Uí Drisceoil's computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of the school.
- Management reserve the right to monitor this usage.
- Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance, with system operations or other system users. "Incidental personal use" is defined as "use by an individual employee for occasional personal communications".
- Employees are reminded that such personal use must comply with this policy and other applicable policies, procedures and rules, and must take place outside of official school opening times.

Unacceptable Use

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material.
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as your own.
3. Accessing the Internet for non school related activities, such as Chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person.
4. Downloading or loading software or applications without permission from the Principal. The above provide general guidelines and examples

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of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Consequences of the AUP

The use of technology resources in Gaelscoil Uí Drisceoil is a privilege. Inappropriate or unethical use or failure to adhere to guidelines may include but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed annually by the BOM, or as new legislation dictates. All partners will be informed of any amendments necessary

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Ratification and Communication	f
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r such a review.

Sínithe _____ Cathaoirleach/Chairperson

Comhsínithe _____ Rúnaí/Secretary

Dáta: _____

Review

Sínithe/Signed: _____ Cathaoirleach/Chairperson

Comhsínithe: _____ Rúnaí

Dáta: _____

Further Information: Further information and policies available on school website.

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Dáta daingnithe ag an bhFoireann : _____

Dáta daingnithe ag an mBord Bainistíochta: _____

