River Valley Community National School

Draft Acceptable Use Policy

Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.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 regularly in line with developing technological issues . Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying.

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 is 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, CD-ROMs, or other digital storage media in school requires a teacher's permission.

- Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- 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.

- 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

- Parents are encouraged to communicate with the school through the official school email address(info@rivervalleycns.ie) and Aladdin.

- Parents may communicate directly with teachers via Aladdin.

- Teachers will never communicate with pupils via email.

School Website: www.rivervalleycns.ie

- Pupils projects, artwork or school work may be uploaded to the school's website.

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

- The publication of student work will be coordinated by a teacher

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the 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.

River Valley CNS. Facebook page

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities

- Communication with new or prospective parents

- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates

- Communication with wider audience about school life, school events, and pupils project and art work

<u>Those using our social networking site must abide by the following;</u>

- Users cannot advertise products or services on our school Facebook page

- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately

- Users should not ask to become "friends" with staff as failure to respond may cause offence

- Users cannot tag or post photographs of children on the page

- 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.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises teachers in River Valley CNS will use SeeSaw as their teaching/learning platform.

- Pupils will have opportunities to familiarise themselves with and use of SeeSaw when attending school for face to face teaching.

- The school has signed up to the terms of use of SeeSaw and the security and privacy features it provides.

- Parents/guardians must also agree to monitor their child's participation in lessons conducted on SeeSaw.

- Zoom sessions will be organised on a weekly basis to allow pupils to catch up with their peers and class teacher. An ANA or SET will attend zoom sessions with class teachers.

Personal Devices / Mobile Phones

Smart Watches:

Children are not permitted to have smart watches/technology on their person or in their possession. A smart watch is defined as a watch with the ability to make/receive calls, text messages photographs and/or video content. A simple wrist watch or fitness trackers (that do not include any of the above technologies) are allowed.

Mobile Phones

• Children must leave mobile phones at home as they are valuable and may be lost or stolen.

• Children will not be allowed access any personal device; phones (including smart phones), tablets, smart watches, gaming devices or any other personal digital device during school hours or activities.

• Parents are reminded that in cases of emergency, the school phone or Aladdin remains the first point of contact and can ensure your child is reached quickly, and helped in any appropriate way.

• The school accepts no responsibility for replacement or repair of lost, stolen or damaged mobile phones that is brought to school.

• If a teacher has reason to believe that a child has a mobile phone or digital device it will be confiscated and dropped to the office. Parents/guardians will be informed of this. They will be asked to collect it from the school.

• Children are not permitted to bring mobile phones / electronic devices with them on school trips and tours. Where children are found to be using digital devices or have them on their person it will be regarded as serious misbehaviour and sanctions will apply according to the school's Code of Behaviour Policy and/or Anti-Bullying policy.

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 1998
- • The Data Protection Act 1998

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. This information will be available at Internet Safety talks throughout the year.

Sanctions

Misuse of the Internet and devices 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.

Ratified by:_____ Chairperson BOM. Date: _____
_____Principal Date _____