



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín

Roll Number: 16333Q

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Acceptable Use Policy

This Acceptable Use Policy aims to ensure that the pupils of St. Patrick's Junior School 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 privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 this AUP will be reviewed every three years or more often if necessary.

School's Strategy

The school will use a number of strategies, as outlined below, to maximize learning opportunities and reduce risks associated with the internet.

General

- A teacher will always supervise internet sessions.
- DES level four filtering software will be used to minimize the risk of exposure to inappropriate material while allowing for best use of the many resources offered by the internet for educational purposes.
- Pupil's internet usage will be monitored regularly by the school.
- 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.
- Antivirus protection software is current on all computers and this updates automatically.
- A hardware firewall is installed on the network through the school's Internet Provider to prevent unsuitable network traffic/content. In addition, software adblockers are automatically installed on all browsers in use in the school (Chrome, Firefox, Internet Explorer) and staff are forbidden to turn these adblockers off. Personal removable discs, CD-ROMs, USB keys etc. may only be used with a teacher's permission and only having been scanned with anti-virus software by the teacher.
- Pupils will observe good manners when using the internet at all times and not bring the school into disrepute.

Distance Learning: Seesaw

- The school has selected Seesaw as the platform to be used across the school for distance learning in the event of a partial or full closure due to Covid-19. This platform will also be used for some in-school and homework activities, primarily to allow pupils to become familiar with the platform so that they are ready to use it in the event of a partial or full school closure due to Covid-19. Seesaw is GDPR compliant and consent has been received for all pupils who are included. Use of Seesaw in school will always be under the direct supervision of a teacher. Parents are reminded of the potential dangers posed when young children are unsupervised on the internet and it is strongly recommended that they are supervised while using Seesaw and that on completion of their work that parents upload the work to the app.



World Wide Web

- Users of the internet in the school (teachers, visitors, volunteers and pupils) will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will use the internet for educational purposes only.
- Teachers and pupils will be made familiar with relevant copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Any use of pupils' own smart watches, smart phones or any device capable of accessing the internet is forbidden unless as part of a teacher-supervised lesson. In particular, it is forbidden to record sound, video or still pictures on school premises or during school hours with pupils' own devices. These devices should not be brought to school except as resources for a specific lesson, by arrangement with the class teacher and with the prior permission of the Principal/Board of Management.
- All internet users in the school are hereby notified 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/Electronic Communication

- If using email, pupils will use approved class email accounts under supervision of a teacher.
- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as their or other pupils' addresses, telephone numbers or images.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Sending or receiving email attachments is subject to permission from the teacher.
- Attachments and links received through electronic communication will in the first instance be accessed by the teacher outside of class time to ensure that they are suitable for viewing by pupils. If the attachment or link is deemed suitable the teacher will download content using a file downloader for viewing by a pupil or pupils.
- Use of Facebook or similar social media sites is not permitted.
- The use of Skype or similar internet telephone services is only permitted where an exchange or communication has been prearranged between a class in the school and a class in another school in Ireland or in another country. In every instance such communications will be organised with the prior permission of the management of both schools. In exceptional circumstances Skype or similar services may be used to allow communication between a pupil who is spending a school year or part of a school year in school in another country and his or her classmates here, to maintain communication or to allow for a farewell. Such communication will be on foot of a request from the parents of the pupil who is abroad and at the sole discretion of school management.

Internet Chat

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be closely supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organized via internet chat are forbidden.

YouTube

- It is acknowledged that many excellent educational resources are available on YouTube. Teachers are permitted to access these resources on school computers providing the following conditions are **strictly** adhered to:
 - All YouTube clips to be used in class are previewed by the teacher outside of class time and downloaded onto the classroom computer/laptop using a file downloader before being shown to the class.
 - YouTube clips downloaded on to school computers/laptops will be used for educational purposes only.

Instagram

- The Green School Committee and the Amber Flag committee each maintain an Instagram account to facilitate the sharing of images of work completed, competition applications, notice boards, wellness walls etc with parents and with Fingal Co.Co. and Pieta House, who organise these flags. Pupils' images are posted in limited circumstances and always fully in line with school policy in this area.
 - In so far as possible, photographs of individual children will not be used. They will focus on group activities.
 - Parental permission is explicitly sought for the sharing of their child(ren)'s image on social media and the pupils are referred to by group ("Our new Green Schools Committee") or by class name ("Pupils from Ms. X's class...").

School Website

- From time to time digital photographs of pupils' artwork, school work or projects will be put on the website.
- In so far as possible, photographs of individual children will not be used. They will focus on group activities.
- Personal pupil information including surnames, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright of any work published.

Mobile Devices

- The terms of this Acceptable Use Policy will fully apply to any and all mobile devices capable of being networked to another device (whether or not either/both device(s) is/are connectable to the internet) used in St. Patrick's JNS.

Legislation

Below is a non exhaustive list of legislation relating to use of the internet with which teachers and parents should familiarise themselves:

- Data Protection Acts 1988 – 2018
- General Data Protection Regulation
- Child Trafficking and Pornography Act 1998.
- Interception Act 1993.
- Video Recordings Act 1989

Support Structures

The following is a selection of internet sites which provide education and support in relation to internet safety:

- PDST - <https://www.pdsttechnologyineducation.ie/en/>
- Webwise - <https://www.webwise.ie/>
- Safe Internet - <https://www.webwise.ie/news/the-safer-internet-ireland-awareness-centre-2/>

Sanctions

Misuse of the internet by pupils will be regarded as a very serious offence and may result in the withdrawal of access privileges and in extreme cases suspension or expulsion. Where suspension or expulsion is to take place this will be in consultation with parents and in accordance with Department of Education and Skills guidelines.

Misuse of the internet by staff members will be regarded as a very serious offence and may result in disciplinary action, up to and including dismissal in line with Department of Education and Skills disciplinary procedures in force at the time of the offence. The school reserves the right to report any illegal activities to the appropriate authorities.

Approved by the Board of Mangement on 20th October 2020.


Very Rev. Melvyn Mullins,
Chairperson, Board of Management.