Patrician Primary School

Acceptable Use Policy (AUP)

Rationale

Our children will grow up in a world with modern technology, particularly the Internet, playing a key role in their day-to-day lives. There are multiple benefits to the Internet for our children but multiple dangers too. Children need to learn skills that will maximise the benefits of technology in their lives but also protect them from the dangers.

The purpose of this Acceptable Use Policy (AUP) is to:
- ensure that pupils will benefit from learning opportunities offered by the school's internet resources
- protect children from harmful and illegal use of the Internet
- This AUP also outlines the school policy on the safe use of the school website, school Twitter (X) page and school photographs.

Patrician Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Implementation of this Acceptable Use Policy as well as the Cyber-bullying Policy and Smart Device Policy
2. Education around safe use
3. Filtering/Monitoring of content

Consequences

If a pupil deliberately misuses the internet, email or other online tools during school, this may result in disciplinary action, as per the school Code of Behaviour, including the withdrawal of access privileges. Parents/guardians may receive notification of misuse by a pupil.

Cyber-Bullying

Patrician Primary School cannot take responsibility for children's use of the internet, social media or smart devices outside of school. If we are made aware of cyberbullying involving our pupils, we can inform and advise parents/guardians on what to do next. See the *anti-cyberbullying policy* for more details.

Smart Devices: Smart Phones, Tablets, Smart Watches, Smart Glasses etc.

See Patrician Primary Smart Device Policy for full details.

Internet Usage during School

A variety of ICT resources is available for teachers to use to support learning. The following applies to usage during school.

1. During school, the Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher during school
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material (via 'Oide Technology in Education')
5. The teacher will monitor pupils' internet usage during school
6. Pupils will receive lessons in the area of internet safety via the SPHE curriculum
7. Pupils will be taught to evaluate the content of internet sites (via SPHE media strand)
8. Teachers will be made aware of internet safety issues if they arise
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal memory sticks or similar in school requires a teacher's permission
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email during school (e.g. emailing their in-class project work to classroom email addresses etc.), the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms or similar online messaging services during school under any circumstances.

School Website

The main functions of the school website are:

- To ensure that parents/guardians have access to relevant policies regarding the organisation of the school (e.g. child safeguarding statement, anti-bullying policy, code of behaviour, health and safety statement etc.)
- Sharing other relevant documents with parents/guardians (e.g. stationery lists, school closures etc.)
- To promote our school in the wider community and to attract potential enrolments

Twitter (X)

X (formerly known as Twitter) is a sharing website. The functions of the school Twitter / X page are:

- To celebrate our students and their work with the school community
- To promote our school in the wider community and to attract potential enrolments
- To publicise school events and increase awareness about school fundraising initiatives
- To enhance the communication within the school community

Designated teachers will manage the publication of material on the school website and school Twitter (or 'X') page.

1. Personal pupil information, home addresses and contact details will not be published on either platform
2. Class lists will not be published
3. Pupils' names will not be published beside their photograph
4. Pupils will be given an opportunity to publish projects, artwork or school work on the school website and/or Twitter ('X') page
5. Teachers will select work to be published and decide on the appropriateness of such work
6. Permission to publish a student's work will be sought from pupils and parents/ guardians. This is done through the consent form on admission to Patrician Primary School. This permission may be withdrawn at any time by contacting the school.
7. Pupils will continue to own the copyright on any work published.

Photos

- Individual pupil photographs will not be published on either the school website or the school Twitter / X page
- Class teachers and also the designated teachers managing the school website/Twitter page will be aware of pupils who have not consented to the publication of their photos. Photos including these pupils will not be published on either platform

Education

Patrician Primary School will undertake to provide an education programme to educate children on the safe, responsible use of the Internet. This will be done as part of the SPHE (social, personal and health education) curriculum.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:
(This list is not exhaustive.)

- As part of our SPHE (Social Personal and Health Education) curriculum, the school will consistently reinforce basic safety rules and advice around cybersafety. Some of the following programmes may be used to deliver this:
  - Stay Safe Programme
  - Walk Tall Programme
  - Webwise Programme
- More details and examples can be found on the school Cyberbullying Policy
- From time to time, staff and parent / guardian training is provided by the school via different cybersafety companies
- From time to time, the school will promote a 'Digital Detox' week for staff, pupils and families as part of our wellbeing initiatives

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed.

Patrician Primary School uses filtering software a part of our internet setup. The access to websites from all school computers is monitored and regularly reviewed by the 'Oide Technology in Education'. Websites are only allowed through the filters, following a verification of their suitability.

No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Firewalls

'Oide Technology in Education' has a managed switch that acts as a firewall. Microsoft Windows also has a built-in firewall. Patrician Primary School also has installed firewall software as part of our Internet setup.

Distance Learning

In the event of extended school closures or other unusual circumstances, distance learning technology may be used by the school to enhance pupil-teacher communication and assessment. This may include Zoom meetings hosted by teachers. It may also include the setting, completion and correcting of school work on Seesaw.

- Seesaw is only used for posting work-related items and for teachers to comment on them.
- Zoom meetings with children and/or parents/guardians may be organised in the event of school closures for the purpose of communication or teaching. It is recognised by the school that home WiFi may not allow for Zoom to take place in some households. In that case, alternative methods of communication may be organised upon request.

Zoom Pupil Guidelines and Conference Etiquette

The school Code of Behaviour applies when engaging in any distance learning activities. The below list sets out rules regarding Zoom conference rules. (This list is not exhaustive. As is the case with face-to-face learning, the discretion of the class teacher guides management of activities).

- The login details for the Zoom conference cannot be shared with anyone other than those whom the teacher has invited.
- Meetings should be conducted in an appropriate setting – not in bedrooms, for example.
- All members of the meeting should be appropriately dressed – not in pyjamas, for example.
- The teacher will 'host' the conference.
- All participants will be muted on entry to the conference call. The teacher may ask a participant to 'unmute' and contribute to the session or can 'unmute' the participant themselves.
- When the participant is finished contributing, they go back to 'mute'.
- There is a 'reactions' tab which allows participants to post a 'clap' symbol or a 'thumbs up' symbol. The teacher may ask the participants to use these during the conference.
- There is also a 'chat' feature which will only be utilized on the teacher's instruction.
- The teacher may 'end the meeting for all' at a time that he/she deems appropriate.
- The conference may last for anything from 15 – 30 minutes.
- The same standard of behaviour will be expected of pupils on a Zoom conference all as would be expected if they were physically present in the school. Any inappropriate/unacceptable behaviour may be dealt with under the school's Code of Behaviour.
- In such circumstances, children may be excluded from further meetings of this nature and parents may be contacted and informed Parental Involvement and Guidelines
- A parent/guardian must be present in the same room as the participant at all times.
- The parent/guardian must not be visible on the screen. However, should a pupil be taking part in a one-on-one Zoom lesson with a member of staff, a parent must be present and visible at all times for child protection reasons.
- The parent/guardian must not be able to see any of the other participants on the screen.
- The parent/guardian must not be able to hear any of the contributions from the other participants.
- The parent/guardian must not take part/contribute to the conference in any shape or form.

- The parent/guardian is required to explain the conference etiquette to the participant before the conference. How this may work in a busy home: Child sits at the table, on Zoom, with the screen turned towards them, perhaps with headphones on/volume turned to a level they can hear but is not 'broadcasting' to the household. Whilst this is going on, the parent is in the room and is working away themselves. We expect parental vigilance, but at a practical level, not to the point where the parent is standing in the corner, doing nothing but watching their child on Zoom.
- All recordings of Zoom conferences are strictly prohibited, e.g. video recording, voice recording, screenshotting, taking a picture of the screen, etc.
- The sharing of content of or commentary on any class conference calls on social media or otherwise is prohibited

Related policies:
- Cyberbullying policy
- Smart Device policy
- Digital Learning Framework
- Code of Behaviour
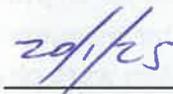- Admission Policy

Ratification, Communication & Review:

- This policy was developed with the staff and shared with representatives of the Parent Association before being ratified.
- This policy was reviewed at the meeting of the Board of Management in November 2024
- This policy will be reviewed as part of the school policy five-year review plan or before if necessary
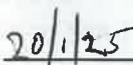
Signed:

Brian Mulvey
Brian Mulvey (chairperson of BoM)

29/1/25
Date

David Delany
David Dempsey (principal)

20/1/25
Date