

## Acceptable Use Policy

Dear Parent/Guardian

Re: Internet Permission Form

As part of the school's education programme, we offer students supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance their 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, including the use of a web filtering software, it recognises the possibility 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 own home and how it aligns with Tallaght CNS A.U.P. We believe this to be a necessary consideration given that teaching and learning can be accommodated remotely, when required, using online platforms.

Yours sincerely

  
\_\_\_\_\_  
Tadhg O'Lionaird

## ACCEPTABLE USE POLICY

The aim of this Acceptable Use policy (A.U.P.) is to ensure that students 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 Therefore, where the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions – as outlined in the AUP – may be imposed.

Before signing, the Acceptable Use Policy should be read carefully to ensure that the conditions of use are accepted and understood.

***This version of Tallaght CNS AUP was updated in January 2021 by Tadhg O'Lionaird in line with DDLETB AUP and Digital Learning Strategy***

### SCHOOL'S 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

The Internet and digital media can help our students learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their existence where they are “growing up digitally” with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise. The Internet is a valuable teaching and learning tool. It can develop student's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

***School electronic devices are externally managed and supported by IT Department at DDLETB***

- The Internet and World Wide Web is an excellent resource for teaching and learning, opening up a remarkable range of resources.

- Internet sessions will always be supervised.
- Filtering Software and/or equivalent systems are employed to minimise risk of exposure to inappropriate material.
- The school regularly monitors pupils' Internet usage.
- Students and teachers are provided with training in the area of Internet safety ([www.webwise.ie](http://www.webwise.ie).)
- Uploading and downloading non-approved software is not permitted.
- Virus protection software is used and updated at regular intervals.
- Use of USBs and other digital storage media devices at school require teacher's permission.
- Students are to treat others with respect at all times and are not to undertake any actions that may bring themselves or the school into disrepute.

## **WORLD WIDE WEB**

Students will not attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. The school uses filtering software to mitigate unsafe use. Students should report accidental accessing of inappropriate materials in accordance with school procedures.

- Students will use Internet for educational purposes only.
- 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 not upload, download or otherwise transmit material that is copyrighted on school Devices.
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's profile, files, username or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

- The school takes every reasonable precaution in its provision of online safety, but it cannot be held responsible should students access unsuitable content either deliberately or inadvertently

### **SCHOOL WEBSITE**

- Pupils will be given the opportunity to publish work on the school website.
- Digital photographs of individual pupils will not be published on the school website. Photographs will focus instead on groups rather than individuals.
- Personal pupil's information (name, address etc) will be omitted from the school web pages.
- Students will continue to own copyright on any work published.
- The website will be regularly monitored ensuring the safety of students or staff.
- The publication of student work will be co-ordinated by class teachers and supervised by the Digital Media Lead and principal.
- Student personal information will be omitted from school web pages.
- Student photos and names will not be included on the school website without parental/Guardian permission.

### **IPADS/TABLETS**

- Students should never leave their iPad/tablet unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's Acceptable Use Policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads/tablets must be handled with care at all times.

- Any damage to a device must be reported immediately to the teacher.
- Laptops assigned to a student remains the property of the school. This equipment must remain in school unless the school gives permission for it to be taken to and from school.

### **PERSONAL DEVICES**

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

### **DISTANCE LEARNING**

- In circumstances where teaching cannot be conducted on the school premises, Teachers' may use SEESAW, Microsoft Teams, Mathletics, TTRS or other platforms approved by the Principal/ DDLETB as platforms (Online Platforms) to assist with distance learning where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the School/ DDLETB.
- The School/ DDLETB has enabled security and privacy features which these Online Platforms provide.
- In the case of Seesaw, parents/guardians must grant access to an email address.
- Parents/guardians will be expected to monitor their child's use of Online Platforms.
- Parents/guardians must also agree to monitor their child's participation in any such Online Platforms.

### **EMAIL**

- Students may use approved email accounts under supervision by or with permission from the class teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Children, should they have them, are not allowed to access their own email or social media accounts in school.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved/established by the school/ DDLETB.

### **ANTI-BULLYING POLICY**

- It is important to note that the school's Anti-Bullying Policy be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

### **LEGISLATION AND REGULATION**

***The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents/guardians should familiarise themselves with where appropriate:***

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

### **STAFF**

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.

### **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.
- Periodically parents will receive information and advice regarding Internet safety in the home.

### **SANCTIONS**

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will 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.
- All of these sanctions are in line with our school's Code of Behaviour.

**The school does not tolerate any form of cyber bullying.**

**This policy was ratified by the board of Tallaght Community National School in January 2021. The policy will be reviewed annually.**

Signed: \_\_\_\_\_

**Chairperson B.O.M.**

Signed:  \_\_\_\_\_

**Principal**

**Date:27.01.21**

***Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to your child's class teacher***

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

### **Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child or the child in my care to access the Internet. I understand that Internet Access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety and the school cannot be held responsible should students access unsuitable/ prohibited online content.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

In relation to the school website, I accept that, should the school consider it appropriate, my child's schoolwork may be chosen for inclusion on the website or that my child may appear in a group photo. I understand and accept the terms of the Acceptable Use Policy.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

In relation to technology (laptops, tablets etc.) given to my child for use at school or at home, I accept that all equipment remains the property of the school. All equipment given to students for purposes of remote learning are to be returned to the school when in-school tuition recommences or when advised by the school. All such equipment is to be maintained both aesthetically and functionally as when given to the student/ family for use.

I accept the above paragraph  I do not accept the above paragraph

*(Please tick as appropriate)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_