



ICT and Social Media Acceptable Use Policy

November 2020

1.0 Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities provided through the digital technology resources made available to them by the school, in a safe, supportive and supervised manner. Pobalscoil Neasáin provides access to ICT for student use. ICT includes all school IT equipment as well as the network, wireless access, and Microsoft365 accounts for all students and staff.

Pobalscoil Neasáin recognizes that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. In order to ensure a safe environment for our students, we have outlined the expectations and rules regarding the use of both hardware and software in the school.

This policy outlines the guidelines and behaviours that our students are expected to follow in line with the school characteristic spirit and motto; Meas, Díograis & Dea-Chroí. This applies when using school technologies in school, for remote learning or when using personally-owned devices associated with Pobalscoil Neasáin.

1.1 Rationale:

Pobalscoil Neasáin hopes that this AUP helps staff and students navigate the risks, challenges and opportunities that arise from engaging with ICT. We acknowledge that this is a constantly evolving space, and our aim is to equip our students and staff to engage in a safe, informed and responsible manner. We recognise the power of ICT to enhance; communication, access to information, research, creativity and provide a powerful platform for online learning.

Pobalscoil Neasáin appreciates that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Pobalscoil Neasáin's existing Code of Behaviour and they align with the school characteristic spirit/motto Meas, Díograis & Dea-Chroí.

This AUP applies to, but is not limited to, the following:

- Microsoft 365 accounts
- The server
- School WIFI
- PSN provided devices

- Students personal devices (including laptops and mobile phones) used on school premises.

1.2 Pobalscoil Neasáin ICT Network

The Pobalscoil Neasáin computer network is intended for educational purposes. All activity over the Pobalscoil Neasáin network may be monitored and retained. Access to online content via the network is restricted in accordance with Pobalscoil Neasáin policies and the Department of Education and Skills. Students must not try to circumvent any restrictions in place. Any data stored will be treated in accordance with our Data Protection Policy.

1.3 Pobalscoil Neasáin e-mail and online collaboration

Pobalscoil Neasáin provides students and staff with e-mail accounts, through Microsoft 365, for the purpose of school related communication only. E-mail accounts should be used with care and students should be aware that usage and content may be monitored and archived. Students must only use school email accounts for school related work and communication with teachers.

Students must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. 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 are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

1.4 Mobile devices in the possession of Pobalscoil Neasáin students

Pobalscoil Neasáin may provide students with ICT technology (mobile computers, digital recorders or other devices) to promote learning inside and outside of the classroom.

Students are expected to treat these devices with respect and follow teacher instruction regarding their use. They should report any loss, damage, or malfunction to staff immediately. Students will be financially accountable for any damage resulting from negligence or misuse.

Students can use their own personal devices (including phones) when permitted by a teacher.

Students inappropriately using their own technology or electronic devices in school are in direct breach of the school's Acceptable Use Policy and Code of Behaviour.

1.5 Pobalscoil Neasáin Use of Images

It is the policy of Pobalscoil Neasáin to celebrate the work and achievements of the school.

Approved student projects, artwork, school activities or school-work can be published on the school website and school Twitter/Instagram accounts in accordance with school policies.

No personal information including home address and contact details will be displayed on the school web pages. Students will continue to own the copyright on any work published.

Use of photographs and recorded images of students may be taken at school events and to celebrate school achievements, school website, record school events and to keep a record of the history of the school. These purposes are of legitimate interest to the school and therefore do not require the

consent of the individual. Legitimate Interest is one of the 6 legal basis set out in Data Protection Legislation on which the school can rely for processing the personal data of individuals.

1.6 Pobalscoil Neasáin Security

Students are expected to take reasonable safeguards against the transmission of security threats (such as viruses) over the school network. This includes not opening or distributing files or programmes and not opening files or programmes of uncertain, unknown or untrusted origin.

If a student suspects that a computer or mobile device they are using might be infected with a virus, they must alert a member of staff and discontinue its use. Students must only log in to the school network with their own password. Using another student's login detail is considered a serious breach of the AUP.

1.7 Blended/Remote Learning

Blended and Remote Learning has become a part of school life. Teachers, students and parents/guardians have rights and responsibilities when it comes to the use of ICT to support such learning. The Code of Behaviour, School Rules, and ICT Acceptable Use Policy apply to all remote learning. Students must engage with blended learning through Microsoft 365 platform.

- When engaging on TEAMS students are not permitted to record any meetings on TEAMS/Zoom

2 Netiquette

Netiquette refers to the social behaviour appropriate online, which takes place on school premises or occurs during remote/blended learning.

Students must:

- Be protective of the safety of themselves and others online
- Follow the same guidelines for respectful, responsible behaviour online that is expected off-line.
- Engage in positive and constructive interactions while using communicative or collaborative technologies.
- Alert a staff member if they become aware of any inappropriate, threatening/bullying, or harmful content (images, messages, postings)
- Not post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways that were never intended
- Not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author to ensure there is no copyright infringement.
- Not undertake any actions that may bring the school into disrepute

This is not intended to be an exhaustive list. Students are expected to use their own good judgment and be guided by the characteristic spirit of the school and Meas, Díograis & Dea-Chroí when using school technologies.

3 Cyber-bullying

Bullying is defined as unwanted behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) which is repeated over time.

Cyberbullying is bullying that happens through electronic means – phone, Internet etc. It can be through texting, social networking sites like Facebook, email, instant messaging, online gaming, any forum or site where you interact with other people. Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Cyber-bullying will be treated in line with PSN's Anti-Bullying policy.

Pobalscoil Neasáin students must be kind and never engage in any form of harassment online. Awareness of any cyberbullying should be reported to a member of staff.

Please remember activities can be monitored and retained as evidence. The school will support students, teachers and parents in dealing with cyber-bullying. In some cases, cyber-bullying is a crime. Pobalscoil Neasáin is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

4 Violations of this Acceptable Use Policy

Violations of this policy in Pobalscoil Neasáin will be dealt with under the Code of Behaviour.

Sanctions may include:

- Confiscation of personal mobile devices. Collection of phones by parents may be required in some cases.
- Suspension of network and computer privileges
- Notification to parents
- Detention
- Suspension/ Expulsion from school
- Referral to Gardaí

And any other sanction detailed in our Code of Behaviour.

5. Parental Responsibilities

We would encourage parents:

- To research the minimum age requirements for different social media sites and not allow their child to have an account until they are the appropriate age
- Please do not tag photographs or any other content which would identify any children or staff in the school
- Please ensure the online messages and comments to the school are respectful

6. Legislation:

The school will provide information on the following legislation relating to the use of the internet, which teachers, students and parents should familiarise themselves with:

- Data Protection Act 2018
- Child First Act 2015
- Child Trafficking and Pornography Act 1998
- Interception Act 1993

Pobalscoil Neasáin



Student Acceptable Use Policy Agreement*

I _____ (name and class) agree to follow the school's Acceptable Use Policy on the use of Digital Technologies and Internet Use. I will use all Information and Communication Technology in a responsible way and adhere to all the rules in the policy.

Student's Signature: _____ **Date:** _____

Parent(s)/Guardian(s) Acceptable Use Policy Agreement

I/We _____ the parent(s) or guardian(s) of the above student, have read the Acceptable Use Policy and grant permission for my child to use Information and Communication Technology and access the Internet. I understand that Digital Technology use and Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide online safety.

Signature(s): _____ **Date:** _____

**This agreement is printed in the journal and must be signed by students and parents.*