Acceptable Use Policy for St. Anthony's School
Revised 2020

Introduction:
This Policy applies to all the school's "Devices", which means all computers, iPads, laptops, smart phones, and other IT resources that connect to the school's network. This Policy applies to staff and students of St. Anthony's School ("the School").

The School reserves the right to amend this policy from time to time entirely at its discretion. This Policy should be read carefully to ensure that the content is accepted and understood.

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 safe and effective manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools' devices, equipment, and networks.

Internet use and access is considered a school resource and privilege. Therefore, if our Acceptable Use Policy is not adhered to, this privilege will be withdrawn, and appropriate sanctions as outlined will be imposed.

School Strategy:

The school will employ several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

General:
- ✓ A firewall is used on the school broadband service via NCTE to minimize the risk of exposure to inappropriate material and to block unsuitable sites
- ✓ Internet usage will always be supervised by a teacher.
- ✓ Filtering systems will be used to minimise the risk of exposure to inappropriate material. Websites will be previewed/evaluated by a teacher prior to use by pupils or in lessons.
- ✓ The school will regularly monitor pupil's Internet safety and usage history.
- ✓ 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 requires permission and approval by school management.

✓ Pupils will be taught to observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

✓ Pupils are taught about Internet Safety Strategies through the use of the Stay Safe and Webwise Programmes which are formally taught every second year. However, teachers will refer to these principles throughout the school year in every school year.

Use of iPads in school:

iPads have been acquired for school use by pupils and teachers. They are kept in a secure box in the hub room which is locked. The same rules apply to the use of iPads as to the use of all other school materials. As iPads connect to the Internet the following rules apply:

✓ Only teachers may download and install apps for use on iPads

✓ The iPads are password protected to ensure no pupil may download apps without authorization. Pupils may not have access to passwords.

✓ Teachers and staff need to monitor use of iPads especially the use of the camera app and video recording facility and delete non-essential items before returning iPads to case.

✓ iPads should be checked regularly to ensure they are set to safest settings possible before being used by pupils.

World Wide Web:
Pupils:

✓ Pupils will not visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.

✓ Pupils will use the Internet for educational purposes only.

✓ Pupils will be familiar with copyright issues relating to online learning.

✓ Pupils will never disclose or publicise personal information.

✓ Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security, or networking management reasons.

✓ Pupils will not download materials or images that are not relevant to their studies, such actions will be deemed to be in breach of the school's AUP and may lead to sanctions.

School Staff

✓ School staff may not use the Internet for personal use during school hours, except for break time.

✓ School staff are strictly forbidden to access inappropriate material on the Internet at any time.

✓ School staff are bound by the Interactive Whiteboard's/Laptops Protocols 2009 reviewed 2014.

E-mail:
✓ Pupils will use only approved class or other e-mail accounts under supervision and with permission from a teacher.
✓ Pupils will not send or receive material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
✓ Pupils will not reveal their own or other pupils' personal details, such as addresses, telephone numbers or pictures.
✓ Pupils will never arrange a face-to-face meeting with someone.
✓ Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.

Internet Chat:
✓ Students 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 supervised.
✓ Usernames will be used to avoid disclosure of identity.
✓ Face-to-face meetings with someone organised via Internet chat will be forbidden.

School website and affiliated Social Media sites:

The school's website address is: www.stanthonysmayo.ie.
The School's Facebook account is "St Anthony's School"

✓ Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web through the school website www.stanthonysmayo.ie
✓ The publication of student work will be co-ordinated by the teachers
✓ Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
✓ Digital photographs or audio clips of individual students may be published on the school web site but without publishing any identification of a child and photographs, audio clips will focus on group activities as much as possible.
✓ Pupils will continue to own the copyright on any work published.
✓ Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.
✓ Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the

- photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- ✓ Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- ✓ Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- ✓ The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- ✓ If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- ✓ This Policy should be read in conjunction with our Data Protection Policy.

Personal Devices:

- ✓ Pupils or staff using their own personal electronic devices in school are bound by the school Mobile Phone Policy as well as the AUP. Leaving a mobile phone turned on or using it in class, sending nuisance or derogatory text messages or the unauthorised taking of images with a mobile phone camera is in direct breach of this policy.
- ✓ Parents are strongly urged to monitor their child's mobile phone usage as the school cannot accept responsibility for pupils contacting each other out of school time.

NEW for 2020

Distance Learning:

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname@school name.ie

- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

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:

- ✓ Child Trafficking and Pornography Act 1998
- ✓ 1993 Interception Act
- ✓ Video Recordings Act 1989
- ✓ The Data Protection Act 1988
- ✓ The Data Protection (Amendment) Act 2003

Support Structures:

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Any courses on Internet Safety that are available locally will be notified to all staff and parents will be encouraged to attend such courses.

Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technology ("ICT") Resources:

St. Anthony's School information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate websites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Sanctions:
Misuse of the Internet 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.

Review
This version of Acceptable Use Policy was reviewed in 2011, by the staff and management and based on guidelines provided by the NCTE [National Centre for Technology in Education]. It was approved by the BOM at a meeting on 21/3/2011.

This policy was reviewed and updated in January 2014 and approved by BOM at a meeting on 2nd April 2014. It was reviewed during a support visit from PDST Advisor Lisa Noone with school staff on 27/2/2017 and copies given to all parents and staff during May 2017 for comment. No comments or amendments were received so it was brought to BOM for approval and ratification on 11th May 2017during the final term of school year along with other SPHE policies.

It is envisaged that school staff, Board of Management Representatives and parents will revise this Policy regularly. This Policy should be read carefully to indicate that the conditions of use are accepted and understood.

This policy was reviewed in April-May 2020 during the Covid-19 school closure to ensure Distance Learning could happen safely for our pupils and teachers. It will be reviewed again once school reopens.

Signed: *Joe Staunton*   Date: 12/5/2020
            Chairperson

Internet Use Permission Form

The Board of Management of St. Anthony's School have recently reviewed the school's Acceptable Use Policy (AUP). Please review the attached school AUP, sign and return this permission form to the Principal. School files will be updated accordingly, and this form will be kept on file for no longer than is necessary.

School Name: St. Anthony's Special School, Humbert Way, Castlebar.

Name of Pupil(s): _____ Class/Year: _____

Pupil Agreement (if applicable)
I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the School Internet. I understand that School Internet access is intended for educational purposes. I also understand that reasonable precautions are being taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites. It is the responsibility of parents to ensure all pupil personal privately owned mobile devices/tablets in the pupil's possession in school would have appropriate parental controls set up prohibiting access to the internet.

I accept the above paragraph. ☐   I do not accept the above paragraph. ☐
(Please tick as appropriate)

In relation to a school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph. ☐   I do not accept the above paragraph.   ☐
(Please tick as appropriate)

Signature: _____ Date: _____

Telephone: _____