



Woodstock Educate Together NS

ICT ACCEPTABLE USE POLICY

ICT Acceptable Use Policy

Woodstock Educate Together National School recognises that access to Information and Communication Technology gives our pupils enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. The emergence of COVID-19 has ensured virtual/online learning platforms (Seesaw etc.) are now major components of teaching & learning. To that end, Woodstock ETNS provides access to ICT for use by pupils.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviour that our pupils are expected to follow when using school technologies. The AUP aims to ensure that pupils will benefit from the learning opportunities afforded by the schools Internet and other technology resources in a safe and effective manner. Internet use and access to technology is considered a school resource and a privilege. Therefore, the AUP must be adhered to ensure upkeep and safe usage for the whole learning community.

It is envisaged that the Staff, Board of Management and the Parent's Association will revise this AUP periodically, as technologies and uses change and evolve, and to comply with any changes in legislation. Before signing, the AUP should be read carefully by Guardians and pupils to ensure that the conditions of use are accepted and understood.

Technologies Covered -

Woodstock ETNS may provide students with Ethernet White Board access alongside limited Internet access, laptop/tablet devices, digital imaging equipment, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more. As new technologies emerge Woodstock ETNS may provide access to those. Access to new technologies will be examined for educational benefit before their use in school is permitted.

Woodstock ICT Network

Woodstock ETNS computer network is intended for educational purposes. It is filtered via the PDST Hosting services therefore all users must be aware at present we only have Ethernet connectivity.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted and filtered by the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Pupils are expected to respect that the content filter is a safety precaution, and should not try to circumvent it when accessing the Internet. If a site is blocked and a pupil believes it should not be, the pupil can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers – Technology filtering service BrightCloud.
- Misuse of school resources may result in disciplinary action as outlined in the "Violations of this AUP" section later in this policy.
- NTMK ETNS makes all reasonable efforts to ensure pupils' safety and security online, but will not be held accountable for any harm or damages which result from misuse of school technologies

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

- Internet sessions will always be supervised by a teacher or special needs assistant. Such supervision will be in a regular group setting: one teacher/SNA may be supervising several pupils.
- Access to online content is restricted and filtered by the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Personnel of the school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety on a bi-yearly basis.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used on all school computers and updated on a regular basis
- The use of pupil's personal data storage devices (e.g. flash drives, USB hard disks) with school computers is not normally permitted. In certain circumstances (e.g. Special Educational Needs pupils using specialised computer equipment) this may be permitted, but only as directed by their teacher or SNA.
- Teachers will ensure that Internet activities are age appropriate

World Wide Web

Pupils will:

- Use the Internet for educational purposes only
- Report accidental access of inappropriate materials immediately.

Pupils will not:

- Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material
- Disclose or publicise personal information
- Download materials or images which are not relevant to their studies
- Interfere with another person's files, username or passwords
- Upload or transmit material that is copyrighted

Email and Online Collaboration

Woodstock ETNS recognises that online collaboration is essential to education and may provide pupils age appropriate access to a variety of online tools that allow communication, sharing and collaboration. Pupils are expected to communicate with the same appropriate, safe and courteous conduct online as offline.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules can be found in the Woodstock ETNS existing Code of Behaviour.
- Pupils should not post anything online that they would not want their friends, their parents or their teachers to see.
- Pupils should remember that once something is posted online, you cannot un-post it, and it can sometimes be shared and spread in ways they did not intend.

Plagiarism

- Pupils should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet
- Students should 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
- The school will encourage students who create original content to claim ownership of it using a Creative Commons licence. **A Creative Commons** license is a form of open source license which allows the creator of original material to state their ownership of the material, while allowing others to legally share and build on that material¹.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of

- A teacher if you are at school
- A parent / guardian if you are at home

If this happens, the **children involved should be reassured** that all efforts will be undertaken to ensure that this will not happen again. If it happens in school, the parents/guardians will be notified and the National Centre for Technology in Education will be informed so that appropriate adjustments to site filters can be made.

Furthermore,

- Pupils should never share personal information about themselves or others, including addresses, phone numbers, dates of birth, or names over the internet without adult supervision
- Students should never agree to meet someone they meet online in real life without the permission of their parent or guardian.

Cyber Bullying

Harassing, denigrating, impersonating, tricking, excluding or name calling online are all examples of cyber bullying.

- Such bullying will not be tolerated at Woodstock ETNS.

¹ For information on Creative Commons licenses, see <http://creativecommons.org/licenses/>

- Do not send messages or post comments or photos with the intention of scaring, hurting, or intimidating someone else, or which someone else might interpret as hurtful or intimidating.
- Engaging in any online activities intended to harm, physically or emotionally, another person will result in severe disciplinary action and loss of privileges.
- Remember that your Internet activities in school are monitored and retained.
- Woodstock ETNS will support pupils, teachers and parents in dealing with cyber-bullying. Woodstock ETNS 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.

School Website/ Facebook:

(<https://woodstocketns.ie/>

<https://www.facebook.com/WoodstockETNS>

- Pupils will be given the opportunity to publish projects on the school website or on other carefully selected websites. These projects must:
- Be approved and overviewed by the teacher, in accordance with clear school policies (Acceptable Use Policy, the Anti-Bullying Policy, Code of Behaviour and Discipline, and other policies as may be appropriate)
- The publication of pupils' work will be co-ordinated by a teacher and reviewed by the Principal or Deputy Principal.
- The school website will be regularly checked by staff to ensure that there is no content that compromises the safety of pupils or staff.
- No personal pupil information (such as full name, home address or contact details) will be published on the school website.
- Pupils' work will appear in an educational context on Web pages. Pupils' work will be accompanied by a Creative Commons license (Attribution-NonCommercial-ShareAlike).
- Content focusing on individual students will not be published. Instead, photos, audio and video clips will focus on group activities and these will be published on the website, with parental permission, which is obtained through the school's standard application procedures.
- The school website will not publish the full name of pupils in any multimedia file, i.e. photos, videos. First names only may be used. The school will ensure that multimedia files are appropriately named, and do not contain any full names in both file names or ALT tags

Personal Devices

Personal technology (iphones, radios, mp3 players, iPads, game consoles, cameras, etc) are not permitted in school. Connection of personal computing devices to the school network is strictly prohibited. In general, pupils are not permitted to have mobile phones in school. NTMK ETNS recognises that **in certain exceptional circumstances** a parent or guardian may wish a child to have a mobile phone. In this case:

- The parent should inform the school office that their child will be in possession of a phone
- The phone must not be switched on during class time or break time.

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:

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

Support Structures

These websites offer students and parents information on key support structures and organisations that deal with illegal material or harmful use of the Internet.

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

AUP

If the AUP code is not adhered to resultant actions may include:

- Notification of parents/guardians
- Written warnings
- Withdrawal of access privileges

In extreme cases violation of the policy may result in suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Revision History

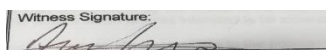
| Version | Date | Comment |
|---------|---------------------------------|--|
| 1 | 1 st October 2019 | First draft AUP devised for review by the INTERIM BOM |
| 2 | 17 th September 2020 | COVID 19 review AUP & ICT updates |
| 3 | 17 th October 2021 | Child Protection – Safeguarding statement & Risk Assessment – update USE of SEESAW/Zoom Remote Teaching & Online Learning criteria |
| 4 | June 2021 | Aladdin Connect to be initiated for Sept 22-23 |

Timetable for review: It is the intention of the BOM to review this policy from time to time. In this regard, feedback from all members of the school community is encouraged. Feedback may be provided by email to woodstocketns@gmail.com or by letter to the school office, addressed for the attention of the Board of Management.

Ratification

Ratified by Board of Management on:

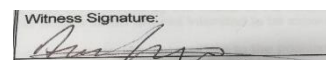
Signed by:

Witness Signature: 

22nd October 2021
(Chairperson)

Revised June 2022 to include Aladdin Connect

Chairperson Anne Gregory

Witness Signature: 

Appendix 1. SCHOOL AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?

Appendix 2: Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name: *Woodstock Educate Together NS*

Name of Student: _____

Class/Year: _____

Student

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.

Student's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter 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 but the school cannot be held responsible if students access unsuitable websites.

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

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

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

Signature: _____

Date: _____

Address: _____

Telephone: _____

Appendix 3: Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' 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, 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 see if there is any way you could make it safer for your own family.

Kind regards,

Nicola Martin

(Principal Woodstock ETNS)

Appendix 4: Pupil's Declaration (SENIOR PUPILS ONLY)

This form may be completed by senior pupils after the Acceptable Usage Policy has been explained to them by their parents/guardians and by the class teacher. The form is a useful way of ensuring that the guidelines have been explained to the pupils.

Name of Pupil:

Class/Year:

I agree to follow the school's policy on the Acceptable Use of the Internet and of the school's computer resources.

I will use the Internet in a responsible way, and follow all the rules and guidelines as explained to me by the school.

Pupil's Signature:

Date:
