

**Woodstock**

**Educate Together NS**

ICT ACCEPTABLE USE POLICY  **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 will provide students with access to interactive whiteboards alongside access to laptop/tablet devices, digital imaging equipment, video conferencing capabilities, virtual learning environments, online collaboration capabilities, 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.

* Students may use seesaw or a similar app (in consultation with the principal) to upload homework, videos or class work. A family invite will be sent for this and parents/guardians will be able to view their child’s activity. Parents/Guardians have the right to opt their child out of using seesaw for homework purposes.
* In 5th and 6th class students will be given a google account so that they can access google classroom which will be used to share learning materials and for students in the class to collaborate. Permission will be sought at the start of 5th class for this, the permission when signed by a parent or guardian will cover 5th/6th class.

**Woodstock ICT Network**

Woodstock ETNS computer network is intended for educational purposes. It is filtered via the PDST Hosting services.

• 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 .

• Misuse of school resources may result in disciplinary action as outlined in the "Violations of this AUP" section later in this policy.

• Woodstock 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. These strategies are as follows:

**General**

• Digital technology sessions will always be supervised by a teacher and/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 engagement with digital technologies.

• Students and teachers will be provided with training in the area of Internet safety on a bi yearly basis. While resources like all aboard to digitown and webwise will be taught at different class levels.

• 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 digital learning activities are age appropriate

Non-exhaustive List of educational websites used to boost academic attainment:

| * Dabbledoo * Bua na Cainte * youtube.com (under staff supervision) * CJ Fallon resources * Cula4 * Scoilnet.ie * Handwriting repeater * Class dojo * Jolly phonics programme * Vooks.com * RTE player kids * ducksters.com * tinkercad.com * padlet.com * kids.nationalgeographic.com * kiddle.com * worldstories.org.uk * theschoolrun.com * topmarks.co.uk * abcya.com * Nearpod * Edpuzzle * Polypad * Twinkl * Gonoodle * Minecraft education * Spotify for podcasters * Garage band * Canva * Maths learning centre * Chromavid (Green screen app) * Oide (micro maths) * Mentimeter * Seesaw * wodb.ca * Nrich maths * Khan academy * vimeo |
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**World Wide Web**

Pupils will:

• Use digital technologies 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 of 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

**Personal Safety**

If a pupil sees a message, comment, image, or anything else online that makes them concerned for their personal safety, they are to 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.

• 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. Although outside school, this is something to discuss

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**

**(https://woodstocketns.ie/**

∙ School website is to be used to display work and images.

• When uploading images, we will try to use group/full class photos in as much as possible.

• No information that could be used to identify a child will be shared.

• Teachers will manage the publication of material on the school website. Teachers will select work to be published and decide on the appropriateness of such.

• Personal pupil information, home addresses and contact details will not be published on the school website

• Class lists will not be published

• Pupils’ full names will not be published beside their photograph

• Pupils may be given an opportunity to publish projects, artwork or school work on the school website.

**Facebook and Instagram**

**https://www.facebook.com/WoodstockETNS**

**@woodstocketns**

Facebook & Instagram will be run by the Deputy Principal (Gráinne) and School Secretary (Sinead) in the school.

• Specific photo permissions will be sought from parents. These permissions will be recorded in the school. All permissions remain valid for the durations of the child’s time in Woodstock ETNS.This should be made clear to existing parents (Note: Permissions may be removed at any time by parents/guardians. Please contact the school.)

• Only children with photo permissions may be used in photographs for these platforms.

• No names or other identifying information will be shared on these platforms.

**Personal Devices**

Personal technology (iphones, radios, mp3 players, iPads, smart watches, 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. Woodstock 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 following legislation relates to the 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**

1 1st October 2019

First draft of AUP approved.

| 2 | 17th September 2020 | COVID 19 review AUP & ICT updates |
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| 3 | 17th 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 |

| 5 | November 2024 | Google education, updated image permissions to include instagram, removal of internet opt out option. |
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**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:

6

Signed 22nd October 2021 

Revised June 2022 to include Aladdin Connect

Signed November 2024 updated permissions and Google Education.

Signed: Chairperson Anne Gregory

**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: Acceptance**

Please review the attached schoolAcceptable Use Policy, sign and return this form to the Principal. This will be a once off agreement signature and by signing it parents agree to abide by this policy.

***School Name: Woodstock Educate Together NS***

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

***Class/Year:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy. 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.

**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, if the school considers it appropriate, my child’s school work 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Woodstock ETNS Image Consent Form Found this also which is useful**

We regularly take and use photographs of the children at our school. We may use these images to support recording our curriculum achievements or capturing practical work which may otherwise go unevidenced. Photographs or video links would then be stuck in to books or placed on displays around school. We also use photos and videos to promote our school’s curriculum and achievements such as in our school prospectus, on the school website, Instagram feed or Facebook Page.

It was requested by parents that school utilises social media more to help bridge the home/school link and enable parents to be more aware of the activities and learning that their child takes part in.

Our school may sometimes be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then potentially store them in their archive.

We do NOT accompany any pictures with a child’s full name, often we do not link any name at all.

**Conditions of use:**

* The consent form is valid for the whole period of time your child attends this school. Please write to the school if you wish to withdraw or alter consent at any time.
* The images we take will be of activities that show the school and children in a positive light. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
* We will only use images of pupils who are suitably dressed.
* We will make every effort to try and ensure that we do not allow images to be taken of any children for whom we do not have permission or who are ‘at risk’ or disallowed from having their photographs taken for legal or social reasons. (Should you notice one then please inform us so we can remove it immediately)
* We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.
* To give your consent, please complete the information overleaf and return the form to the school. If the school does not receive any response from a family it will assume that there are no restrictions on the child’s image being used for any of the above reasons.

**To give your consent, please complete the information overleaf and return the form to the school. If the school does not receive any response from a family it will assume that there are no restrictions on the child’s image being used for any of the above reasons.**

**To be returned to school ASAP Found this on another policy and think it is clear and to the point**

**Please note that if permission is not granted for a particular child this may prevent them being involved in group/whole class photos on trips etc. or they may have to be positioned/seated in such a way as to avoid them being captured on videos/photos during events such as class performances etc.**

| **Please tick those that apply:**  I give permission for my child’s image/recording to be used externally which may include; the school website, school Instagram feed, school Facebook page or by the news media in printed and/or electronic form. ⬜  I do not want my child’s image used in any capacity and understand this may limit their opportunity to be involved in whole class or group photos, or may require them to be positioned/seated at events in such a way as not to be captured on camera. ⬜ |
| --- |