

Our Lady’s Girls’ National School

Ballinteer Avenue

Dublin 16

19396J

Acceptable Use Policy

**General Approach**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school’s digital technology resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils are expected:

* To treat others with respect at all times.
* Not undertake any actions that may bring the school into disrepute.
* Respect the right to privacy of all other members of the school community.
* Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet and devices in Our Lady's Girls' National School. It also applies to volunteers, parents, guardians and others who access the internet in Our Lady's Girls' National School.

Our Lady's Girls' National School implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE programme.
* Internet safety advice is provided to pupils in Our Lady's Girls' National School.
* Teachers will be informed of continuing professional development opportunities in the area of internet safety.
* Our Lady's Girls' National School participates in Safer Internet Day activities annually to promote safer and more effective use of the internet.
* Guest speakers will be invited to the school to speak with pupils, staff, parents and guardians about internet safety.

Should serious online safety incidents take place in school, the principal will be informed. The implementation of this Acceptable Use Policy will be monitored.

**Technology Covered**

Our Lady's Girls' National School may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices (for instance iPads), Chromebooks, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, voice recording tools and applications for podcasting, online discussion forums, blogs and more. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

**Google Workspace for Education**

When a student is enrolled in Our Lady's Girls' National School, they are given a Google account with an @ourladysgns.ie log in and password. This enables each student to log in to our Chromebooks and access a range of educational tools such as (but not limited to) Google Slides, Google Docs, Google Sheets, Jamboard, Google Sites, Google Classroom and Google Drive. Student Google accounts also enable children to access educational tools such as Book Creator and Adobe Spark which encourage creativity and collaboration in the classroom.

Under GDPR – The Digital Age of Consent is 16 years old in Ireland and is designed to protect personal information of children. If new services or platforms are being introduced in Our Lady's Girls' National School and students are required to sign-up for that service, school email addresses will be used and checks will be made to sure that the service is GDPR Compliant.

**What is Google Workspace for Education?**

Our Lady's Girls' National School makes use of Google Apps for Education for students and staff. This Acceptable Use Policy describes the tools and student responsibilities for using these services. In using the Google Workspace for Education in Our Lady's Girls' National School., we provide a tool for more effective and meaningful classroom instruction, and aim to ensure that these tools are used in a safe and ethical manner. Student Google Workspace for Education accounts will be actively monitored by staff. Student Google accounts are intended for educational purposes only. Failure to comply with this Acceptable Use Policy by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences. Students will have access to Google Workspace for Education tools, including Drive, Classroom and Docs. They will not have access to Gmail or instant chat facilities.

**Account security and safety.**

It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorised use of their accounts to a teacher immediately. Under no circumstances will students attempt to login to another student’s Google account. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use Google Workspace for Education to share personal information, such as full names, locations, family information, phone numbers, etc.

**Student use guidelines.**

Student Google accounts are to be used for the following purposes only:

• Teacher-student correspondence

• Accessing/submission of classroom assignments or materials

• Creation of documents for classroom work

• Correspondence with students/partners in collaborative class activities (e.g. projects)

Students may not use Google Workspace for Education accounts for:

• Unauthorised personal communication

• Bullying or harassment of other students

• Forwarding of chain mail, spam, or commercial content

• Sending or accessing or using inappropriate or immoral content or language

**Privacy.**

Students should expect Google Workspace for Education to be subject to monitoring at all times and should not expect any documents to be private. Additionally, active software-based filtering will monitor student Google Workspace for Education accounts for content and dangerous/malicious programs.

**Consequences of violation of Acceptable Use Policies.**

Students who violate Our Lady's Girls' National School policies with regard to acceptable use of student Google accounts are subject to any of the following:

• Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.

• Temporary or permanent loss of access to student Google accounts (resulting in an inability to use the school’s Chromebooks)

• Disciplinary action as determined to be appropriate by the school or prosecution by appropriate law enforcement agencies.

**Parent/Guardian Responsibility.**

Google Workspace for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your child’s/children’s teachers will be using Google for lessons, assignments and communication. Google Workspace for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google when students are at school. Parents are responsible for monitoring their child’s use of Google when accessing programs from home. Students are responsible for their own behaviour at all times.

**Email.**

Chromebook use of email addresses is purely to access Google Classroom and other Google tools. Each child’s individual address cannot be used for emailing to or from this address.

**Educational Accounts.**

Our Lady's Girls' National School may wish to use educational websites and apps that require log in details to support your child’s learning. These include, but are not limited to, Mathletics, Book Creator, Seesaw, Class Dojo and Typingclub.com. Pupils will use approved class accounts only under supervision by or permission from a teacher in school or an adult at home.

The Google Workspace for Education account will be valid only for the duration of the student’s time in Our Lady's Girls' National School. After this time it will be deleted.

**Remote Teaching and Learning Protocols**

In the event of unexpected school closures, the following protocols will be employed:

• Google Workspace for Education, including Google Classroom, Google Meet and @ourladysgns.ie email addresses, will be the platform used by teachers to upload tasks and facilitate distance learning, if appropriate

• The school Code of Behaviour is applicable to remote teaching and learning including the Anti-Bullying Policy and this AUP

This will, in particular, apply to student-to-student communications

• Students with devices are reminded to use their school books, where possible, to complete assignments (as is the normal expectation)

• Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible.

**Netiquette**

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can share information with pupils and their families via Aladdin or through an established app (e.g. Mathletics, Seesaw, Class Dojo, Google Classroom). Staff members will not respond to messages on such apps as Class Dojo.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (including, but not limited to Mathletics, Seesaw, Google Classroom, Google Meet, Class Dojo)
6. Our Lady's Girls' National School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
7. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

**Rules for pupils using online communication methods:**
For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls (Google Meet):

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
6. Show respect by listening to others while they are speaking.
7. Ensure that you are dressed appropriately for the video call.
8. Be on time - set a reminder if it helps.

**Web Browsing and Downloading**

* Pupils will not intentionally access material that is obscene, illegal, hateful or otherwise objectionable.
* Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
* Pupils will not copy information from the internet without acknowledging the creator and referencing the source of the content.
* Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
* Pupils will use the school’s internet connection only for educational activities.
* Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
* Searching or downloading by pupils of materials or images not relevant to their studies is not allowed.

**Educational Accounts**

* Pupils should not under any circumstances share their or anyone else’s account login details with other pupils.
* Pupils will use approved class accounts only under supervision by or permission from a teacher.
* Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

**Devices – iPads and Chromebooks**

* Devices are for educational use only.
* Devices must be handled with care at all times.
* Devices will be configured such that preloaded educational applications will be installed on them.
* Students should never leave their devices unattended when in use.
* Students should follow teacher’s instructions accessing only the content to which the teacher has agreed and completing the tasks the teacher has set.
* Audio or visual recordings 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 teacher’s direction.
* In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students.
* Students must immediately stop using a device if a teacher requests this. If requested, students are not to close any apps and should go “hands off” from the iPad/Chromebook.
* Students must report any issues immediately to the teacher.
* Students must report any interference by any other student immediately to the teacher.

**Restricted Use**

Students who breach this AUP or any reasonable standards of usage of the iPad or Chromebook will be subject to sanction at the discretion of the teacher. An iPad or Chromebook may be subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on ‘Restricted Use’ include, but are not limited to, the following:

• Non-compliance with this policy.

• Non-compliance with a teacher’s instructions.

• Inappropriate use of any tool/app/website/device.

• Inappropriate use of the camera.

• Failure to take proper care of the iPad/Chromebook.

• Failure to report inappropriate content or behaviour.

**Social Media**

* Pupils must not use social media and the internet in any way to harass, insult, abuse or defame anyone.
* Pupils must not discuss personal information about pupils, staff and other members of the Our Lady's Girls' National School community on social media.
* Pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
* Pupils must not engage in activities involving social media which might bring Our Lady's Girls' National School into disrepute.
* Pupils must not represent their personal views as those of being Our Lady's Girls' National School on any social medium.

**Images & Video**

* At Our Lady's Girls' National School pupils must not take, use, share, publish or distribute images of others without the permission of the teacher.
* Taking photos or videos on school grounds or when participating in school activities is not allowed unless sanctioned by a teacher.
* Pupils must not share images, videos or other content online with the intention to harm another member of the school community.

**Cyberbullying**

* When using the internet pupils are expected to treat others with respect at all times.
* Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is unacceptable and absolutely prohibited behaviour.

**School Website and Social Media Accounts**

* Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website and Twitter.
* The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
* The publication of student work will be co-ordinated by a teacher.
* Our Lady's Girls' National School will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
* Our Lady's Girls' National School will not publish the first name and last name of pupils in video or photograph captions published online.

**Sanctions**

Pupils are responsible for good behaviour on the internet, the same as in the classroom and on yard. The school’s Code of Behaviour applies. Following a breach of rules, access to Digital Technology and/or the Internet may be withdrawn. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

**Personal Devices**

Use of students’ own technology is prohibited in this school. Sending messages or the unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy.

**Please click Accept at the end of this Google Form**

**Pupil Agreement:**

1. I will follow my teacher’s instructions when using digital technology devices and only complete tasks he/she has asked me to do.
2. I will not purposely access or download materials or images not relevant to my studies.
3. In the event of an unexpected school closure, I will follow the rules regarding online communication with my teachers and classmates.
4. I will use all digital technology devices with great care at all times.
5. I will only access the computer system and educational apps with the login and password I have been given.
6. I will not access files that are not my own.
7. I will not use any Removable Storage device without my teacher’s permission.
8. I will not access the internet without the permission of my teacher.
9. I will report any unpleasant material to my teacher immediately, in order to protect myself and other pupils.
10. I will not complete and send forms without the permission of my teacher.
11. I will not publicise mine or any other person’s personal information.
12. I understand that I do not have permission to print or download any information, without my teacher’s permission.
13. I will not use any messaging service to arrange a face-to-face meeting with someone.
14. I will not use social media and the internet in any way to harass, insult, abuse or defame anyone.
15. I agree to accept the rules and the sanctions for digital technology in school.

**✎Pupil’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Agreement**

As the Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that the school cannot be held responsible if a pupil accesses inappropriate websites, but that every reasonable precaution is in place to reduce the risks associated with the Internet. I have discussed online safety with my child and accept the conditions and sanctions in this policy.

**✎Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**School Website and Social Media Accounts (Instagram and Twitter)**

We may wish to include photographs/videos of children or their work/activities on our school website/social media accounts. No surnames or personal information will appear. **Please note we will never post a picture of an individual child (unless permission is sought from parent eg: competition winner) or name any children in any photos/videos**

I consent to photographs/videos of my child and/or their work/activities being included on the school’s website/social media account.

**✎Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_