



## Setanta School Acceptable Use Policy (AUP)

### Aims

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 a safe and effective manner. Internet use and access is considered a school resource and privilege. The Board of Management will review the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This Policy applies to all of the school's "Devices", which means all computers, tablets, laptops, chrome books, smart phones and other IT resources that connect to the school's network. This Policy applies to staff and students of Setanta 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 the Acceptable Use Policy ("AUP" or "the Policy") is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive 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 school's devices, equipment and networks.

### Our School's Strategy

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their lives, they are "growing up digitally" with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.

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:

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.

- Online safety training will be provided to teachers and SNAs and will be taught to all students.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher or SNA will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school Devices.

The use of personal memory sticks or CD-ROMs in school requires a teacher's permission. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

### **Security Measures**

- Internet use by children in school will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the NCTE working closely with the Department of Education and Science and are coordinated and supported by the NCTE Service Desk which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. [www.webwise.ie](http://www.webwise.ie))
- 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 memory sticks or other digital storage media in school requires a teacher's permission.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.

- Students will observe good “netiquette” (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Use of the Internet**

- Students will use the Internet in school for educational purposes only.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Cooordinator.
- A list of appropriate websites will be made available to every teacher. Also a list of educational websites will be saved in the favourite’s folder on the school computers.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
- Students 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
- Students will be taught specific lessons on online safety by teachers.
- Students will not knowingly attempt to visit Internet sites on school Devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor/screen and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download or otherwise transmit material that is copyrighted on school Devices.
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates’ home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person’s files, username or passwords.

- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

### **iPads**

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision 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 teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher

### **Email/Google Drive**

- Students may use approved email accounts under supervision by or with permission from the class teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Children are not allowed to access their own email accounts in school.
- 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 will note that sending and receiving email attachments is subject to permission from their teacher.

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

### **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Suite, Zoom, Twinkl, Aladdin or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching, communication, sharing, and messaging among staff, students and parents where necessary.
- Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher.
- These services, although not owned by Setanta School, form part of our web services and all content that is placed on these services falls under this policy.
- Any electronic forms of communication will only be used for educational purposes.
- When using these communication forums, parental permission for the child is implied, as the links for lessons are being communicated through parents. Essentially, by virtue of the children logging in to the resource, permission is assumed.
- It is the duty of the Parents to supervise children on their end.
- Usernames and passwords will be used to avoid disclosure of identity where possible.
- Setanta School cannot accept responsibility for the security of such online platforms in the event they are hacked.
- Each staff member has been issued with a dedicated email address which they can use to make contact with parents.

Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.

### **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.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

## **School Website and Affiliated Social Media Sites and Apps.**

- The school's website address is: [www.setantaschool.ie](http://www.setantaschool.ie)
- The School's Facebook account is "Setanta School"
- The School uses Aladdin.
- The school uses Google Suites
- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website, Facebook page, as per the consent form. Teachers will coordinate the publication of this material.
- 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.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Photos/Videos may be used for the production of the Homework Journal or specific school events. 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**

- Students may not use any personal device with recording or image taking capability while in school or on a school outing (except for cases where the class teacher has allowed students to use phones for a set period of time in class). Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers or SNAs on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher or SNA. All personal devices are to be turned off during school hours.

## **Virtual Reality**

Setanta uses a platform, which has been developed by US tech company Floreo. The platform teaches social, behavioural, communication and life skills for students with autism spectrum disorder (ASD), ADHD, anxiety and other neurodiverse conditions.

The virtual reality headsets have the ability to put the user inside a virtual world, simulating real life scenarios, which have proven to be beneficial for people with autism, equipping them with skills and tools they can then apply in their everyday lives. The students wear the headsets and can navigate through a wide range of virtual situations, like going to the supermarket, the zoo or learning to cross a busy street.

- Students should never leave the headset unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before using the headset.
- The camera and audio recording functions may only be used under the teachers' direction.
- Headsets must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher

## **Legislation**

Information is available on the Internet 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

### **Staff**

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.

### **Support Structures**

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- From time to time parents will receive information and advice regarding Internet safety in the home.

### **Sanctions**

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times.

Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.

- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will 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.
- All of these sanctions are in line with our schools discipline policy.

### **Review and Monitoring**

This policy will be monitored and reviewed by the Board of Management on an annual basis and when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff. This policy is a collaborative document and is disseminated to the school community.

The AUP Policy for Setanta School was ratified by the Board of Management in

**John Keppel**

*Chairperson*

*Date: December 2018*

**Loman Ó Loingsigh**

*Principal*

*Date: December 2018*



Reviewed by:

John Keppel

*Chairperson BoM*

*Date: Oct 2023*

Loman Ó Loingsigh

*Principal*

*Date: Oct 2023*

Reviewed by:

John Keppel

*Chairperson BoM*

*Date: Oct 2024*

Loman Ó Loingsigh

*Principal*

*Date: Oct 2024*

## Permission Form

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Please review the schools Acceptable Use Policy then sign and return this permission form only to the class teacher.

### Pupil

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 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 pupils access unsuitable websites.

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 schoolwork may be chosen for inclusion on the 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: \_\_\_\_\_

## Acceptable Use Policy

Setanta School has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's Internet and digital media resources in a safe and effective manner.

My name is \_\_\_\_\_.

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will use the Internet and digital media for educational purposes only.
- I will always use a safe search engine such as image bank on [www.scoilnet.ie](http://www.scoilnet.ie) to look up images.
- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I am fully aware that everything I do on a school computer/laptop is monitored by the school.
- I will never access my personal email account in school.
- I will never access chat rooms in school.

### **In and Out of school**

- **If I bring a mobile phone to school it will be switched off and in my bag until I leave the school premises.**
- **I will never send text messages, emails and comments that are harmful and hurtful to another person.**
- **I will never give out my name, address, phone number to anyone online.**
- **I will not share personal information about another person online.**
- **I will always use my Username and not my real name on websites so that I can protect my identity.**
- **I will never arrange to meet in person anyone I meet online.**
- **I will not use my phone/I pad to take photos of people without their permission.**
- **I will not upload any photos without getting permission.**
- **My password is my own and I will not share it- even with my best friend.**

**Signature:**

### Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad in ways that are appropriate.
- I understand that my iPad is subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will only use my iPad as instructed by the teacher and use the right app at the right time.
- I will never use another person's iPad to cause offence or damage or upset.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.

I agree to abide by the statements of this iPad acceptable use policy

Signed \_\_\_\_\_ Date \_\_\_\_\_