

# **Rathgar National School**

## **Digital Technology**

### **Digital Devices, Information and Communication Technology**

## **Acceptable Usage Policy**

### **Introduction**

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share knowledge. It can develop children's independent research skills and promote life-long learning. However, some material available on the internet is unsuitable for children and therefore, these guidelines have been reviewed and updated. This Policy applies to all of 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 also applies to any personal device used by pupils for the purposes of accessing remote learning or the use of online platforms. This Policy applies to staff and students of Rathgar National School ("the School"). The School reserves the right to amend this policy from time to time entirely at its discretion.

### **Aim**

To ensure that the pupils will benefit in a safe and effective manner from learning opportunities offered by digital technology. This policy also aims to establish minimum standards for, and lets pupils, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks. 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 pupils benefit from the learning opportunities offered by all forms of digital technology, internet access, in a safe and positive manner.

### **Strategies**

A number of strategies are employed in order to maximise learning opportunities and reduce risks associated with the use of digital technology.

These strategies are as follows:

Rathgar National School Board of Management ensures that:

- Filtering/Firewall software and/or equivalent systems, virus protection software are used on the school's internet access in order to minimise the risk of exposure to inappropriate material.

The staff of Rathgar National School ensure that:

- Acceptable Use Rules, as agreed in this policy, are discussed and compiled with in a way that is appropriate for and understood by the pupils in their class.
- Pupils are, when appropriate and as agreed with parents, taught both the safe use of digital devices and digital information and communication technology. Digital citizenship, treating others with respect when using digital technology, is emphasised, as is the importance of reporting any concerns re: cyber bullying.
- In school, digital technology is used by pupils for educational purposes only.
- A teacher 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 takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.
- The publication of school work on an online platform or school website will be co-ordinated by the principal, teaching staff and/or administrator. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will only be published on the school website with parental permission. The school website will not publish individual pupil names in a photograph. Student addresses and contact details will be omitted from school web pages.
- In circumstances where teaching cannot be conducted on the school premises, teachers may use Seesaw, Zoom, Study Ladder, Class Dojo, Google classroom, Padlet or other platforms approved by the Principal/Board of Management as 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 these online platforms provide.
- Permission from Parents/Guardians will be sought for any online platforms used by the school. An email address must be provided in order to access the online platform.
- Parents/Guardians will be provided with a password/text code and are expected to monitor their child's use of any online platforms used by the school. Password/text codes must not be shared with others.

Rathgar National School parents ensure that:

- They inform themselves of the Acceptable Use Rules, as agreed in this policy, and discuss these with their children
- They upload appropriate parental controls on their children's technological devices and block functions/sites as appropriate
- They check their children's technological devices and tablets and delete any unauthorised materials they find
- Parent(s)/guardian(s) are requested not to record, download, copy or 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to remain close and must supervise/monitor their child's participation in any video conferencing lessons arranged by the school.

It is important that adults who come into contact with students in Rathgar National School or through Rathgar Parents' Association do not, under any circumstances, "friend" students on social media sites and do not provide their personal email addresses or phone numbers to the students.

Rathgar National School ensures that pupils are aware that

- They use technological devices provided by the school
- In order to facilitate remote learning outside of school, the use of personal devices is permitted. Parents have a responsibility to enable appropriate security settings on all personal devices used. Rathgar National School cannot be held responsible for any issues arising due to insufficient security on personal devices.
- In school, all technological devices are used for educational purposes
- In school, all technological devices must be used under the supervision of or with the permission of a teacher. Teachers and parents may agree to block certain functions or sites
- Internet sites that contain obscene, illegal, hateful or otherwise objectional materials must not be accessed intentionally
- Any material/messages that are illegal, obscene, defamatory or any intended to annoy or intimidate another person must not be sent or knowingly accessed
- Unauthorised taking/uploading of images, still or moving is not permitted
- Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Pupils must not upload, download or otherwise transmit material that is copyrighted on school or personal devices.
- Face-to-face meetings with someone they only know through emails, the internet, social media must not be arranged
- Their own or other people's personal details or pictures should never be disclosed or published except, as appropriate, under supervision of the teacher
- Pupils 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.
- Pupils will not examine, change or use another person's files, username or passwords
- They will use class approved email accounts under supervision of or with permission from a teacher
- Sending and receiving email attachments requires a teachers' permission
- The use of personal memory sticks, CD-ROMS, or other digital storage media, digital technology equipment in school, is subject to permission from a teacher
- They may not request adults whom they come into contact with through the school or the associates to "friend" them, to contact them by personal email or by personal telephone
- In the case of remote online platforms, virtual meeting etiquette must be followed:
  1. Dress appropriately in regular clothes

2. Be aware of your surroundings and choose a room that is not a bedroom and does not have passing noise from outside, other people or pets
3. Remember to mute your microphone when you are not talking, only turning it on when it is your turn to speak. Muting your microphone allows others their turn to speak
4. Do not type on the keyboard when speaking as it can be distracting
5. Be respectful of all others involved and be careful what you say
6. Do not use chat when the teacher is talking. Remember you are still in a “virtual” classroom and be respectful
7. Do not eat or drink during a virtual meeting
8. Stay seated and present at all times and do not move around
9. Be patient as this is new to everyone and we are all trying to learn

### **Legislation and Regulation**

The school will provide information on the following legislation relating to the use of the Internet with which teachers, pupils, parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Video Recording Act 1989
- Data Protection Act 1998/2003
- Civil Law (Miscellaneous Provisions) Act 2008
- Interception Act 1963
- Child Trafficking & Pornography Act 1998
- Children First: National Guidance for the Protection & Welfare of Children 2011

### **Support Structures and Education**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. The school, in conjunction with the Parents' Association, may/will organise information evenings or Information Technology safety for parents/pupils. [www.webwise.ie](http://www.webwise.ie) provides Internet safety information, advice and tools to parents, teachers and pupils. Lessons on internet safety and acceptable usage will be completed annually with pupils in all classes. Staff will regularly partake in Continuous Professional Development in relation to the development of AUP's, internet safety and cyber bullying.

## Use of Information Communication Technology (ICT) Resources

Rathgar National School information and technology resources (e.g. email, computers, computer applications, tablets, networks, internet, other wireless communications, telephone, voicemail 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 email or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material, promoting illegal activities), or using school resources in a way that violates the ethos of the school and its' 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

Children will be taught that their on-line activities will be monitored and that they are responsible for their behaviour. Misuse of digital technology may lead to disciplinary action, including written warnings, withdrawal of use of technology and in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authority(ies).

This policy links with the school Code of Behaviour, Anti Bullying Policy and Smart Phone and Electronic Devices Policy.

This policy has been made available to the school personnel and wider school community. It is accessible to parents from the school office and will be uploaded onto school website.

This policy will be reviewed annually and as required.

This policy was reviewed, amended and adopted by the Board of Management on:

19th May 2020

Signed: A. J. Symbister

Chairperson, Board of Management

Date: 19th May 2020

Review Date: 2022

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Rathgar National School have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

**Acceptable Use Policy Permission Slip**

Name of student (s): \_\_\_\_\_

Class(es): \_\_\_\_\_

Nominated email address for video conferencing:

\_\_\_\_\_

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_