



St Brigid's Primary School, The Coombe, D8

Acceptable Use Policy (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils of St. Brigid's Primary School, the Coombe 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that the school community will revise the AUP regularly in line with developing technological issues. This policy will be reviewed as issues and matters arise relating to the acceptable use of IT and can be viewed on the school website www.stbrigidsthecoombe.ie

This policy should be read in conjunction with our Code of Behaviour, Anti-Bullying Policy and Mobile Phone/Personal Electronic Device Policy.

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:

- Internet sessions will always be supervised by a teacher.
- Filtering software, search engines and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Training in the area of Internet safety will be offered regularly to staff, children and parents/guardians
- Uploading and downloading of non-approved software, programmes, apps or games will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

World Wide Web/Apps

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials to a staff member immediately
- Students will use the Internet/Apps for educational purposes only.

- Students will not copy information into assignments/projects and fail to acknowledge the source (plagiarism and copyright infringement).
- 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.
- Apps will be used for educational purposes only and students will not be permitted to download apps to devices.

Email:

- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Staff must only use school email addresses (@stbrigidsthecoombe.ie) to conduct school business and communicate with parents/guardians or external agencies. Personal email addresses must not be used.

Internet Chat:

- Students will only have access to discussion forums, messaging or other electronic communication that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher. An example of this could be Mystery Skype.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website: www.stbrigidsthecoombe.ie and School Instagram @stbrigidsthecoombe

- Pupils may be given the opportunity to publish projects, artwork, photographs or school work in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website/Instagram.
- The website/Instagram will be monitored by staff to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice © prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- The school website/Instagram will avoid publishing both the first name and last name of individuals in a photograph together.

- The school will ensure that the image files are appropriately named.
- Pupils will continue to own the copyright on any work published.

The purpose having of a school website and Instagram page is to provide:

- Communication with parents regarding specific events & activities.
- Communication with new or prospective parents.
- Communication with a wider audience regarding positive advertisement of school, promotion of school & enrolment dates.
- Continued advancement of our school communication system with information shared via paper notes, email, Aladdin connect, the school website & Instagram

Those using our school website or Instagram page must abide by the following:

- Users cannot advertise products or services on our school Facebook page.
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately.
- Users cannot tag or post photographs of children on the page without consent.

Aladdin/Aladdin Connect

The purpose of having Aladdin Connect is to provide:

- Communication with parents regarding specific events & activities.
- Communication with new or prospective parents.
- Communication with staff

If any parent needs help to set up the Aladdin Connect app on their phone. Please contact our HSCL.

Personal Devices/Mobile Phones:

St. Brigid's Primary School The Coombe strongly discourages children bringing mobile phones to school. If a Mobile Phones/Personal devices are not allowed in school without the written permission & indemnification of the parents. Children from Junior Infants – 3rd Class are not permitted to bring a device to school. In the event that a parent of a 4th, 5th or 6th class pupil thinks that their child having a phone in school is essential, please refer to our Mobile Phone/Personal Electronic Device Policy.

Legislation

Teachers, students and parents should familiarise themselves with:

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

Support Structures

Topics related to Internet Safety will be covered as part of the SPHE curriculum and the children will be explicitly taught the skills needed to access school devices for educational purposes. Experts in the field of

Internet Safety will regularly be invited in to speak to members of the school community (parents/guardians, staff and children).

Sanctions

Misuse of the Internet will be treated with the upmost seriousness and the schools Code of Behaviour will be implemented. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review

The Policy will be evaluated regularly by representatives from across the school community and changes/amendments will be made as necessary.

Ratification and Communication

This school policy was ratified by the Board of Management of St. Brigid's Primary School, The Coombe on June 8th 2023. It is available to view on the school website www.stbrigidsthecoombe.ie

Chairperson: Amanda McGarry

Date: 8th June 2023