

Acceptable Technology Use Policy



The aim of this Acceptable Technology Use Policy (ATUP) 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. Therefore, if the school ATUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the ATUP – will be imposed.

It is envisaged that school and parent representatives will revise the ATUP as the need arises. Before signing, the ATUP should be read carefully to ensure that the conditions of use are accepted and understood.

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:

General

- Filtering software 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.
- 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 personal memory sticks, mobile phones or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

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World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will be encouraged to acknowledge the source of information (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information without permission from teacher.
- 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.

Email

- Students will 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, 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 without permission from adult.
- 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.
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
- Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.

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- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
- Avoid negative conversations about children, staff or parents/guardians on social media and messaging (WhatsApp, Messenger etc.) accounts. If you have an issue with something in the school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Any new or changed content will be checked before being uploaded onto website by one or more of the following people: Teacher, Principal, Deputy Principal, Board of Management member
- The publication of student work will be co-ordinated 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. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal staff and pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.

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- The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images or recording with a mobile phone camera or other such devices, still or moving is in direct breach of the school’s acceptable use policy.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the “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 which these Online Platforms provide.
- In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child’s access to and use of the platform.
- In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
- In the case of Zoom, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc.
- Parents/Guardians must agree to monitor their child’s participation in any such communications conducted on the Online Platforms.
- Parents/Guardians must agree to ensure their child’s behaviour adheres to the Dalkey School Project NS Anti-Bullying Policy, Positive Behaviour Plan, Code of Behaviour, Acceptable Use of Technology, Communications Policy and other relevant policies.
- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
- Parents/Guardians, children and staff must be vigilant in terms of child protection with regards to recording children online.

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- Parents/Guardians, children and staff must not share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

Legislation

Management, staff, and parents should familiarise themselves with following legislation relating to use of the Internet:

- Data Protection Act 2018
<http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>
- Data Protection (Amendment) Act 2003
<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
<http://www.irishstatutebook.ie/1993/en/act/pub/0010/index.html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>
- The Data Protection Act 1988
<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

Support Structures

The following are some useful websites. Please note that these links are intended as assistance and Dalkey School Project NS does not accept responsibility or endorse any of the websites listed nor the information that is contained within them.

www.internetsafety.ie

Office for internet Safety

www.rollercoaster.ie

Advice for parents

www.watchyourspace.ie

Advice on managing children's profiles on social-networking

www.makeitsecure.org

Provides information on IT security risks on line

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www.webwise.ie

Provides parents, teachers, and children with educational resources, advice and information about potential dangers on the internet websites

www.childline.ie

Child Safety issues

www.hotline.ie

Irish hotline for public to report child pornography and other illegal content

www.scoilnet.ie

Provides advice and support to schools on Information Technology

www.barnardos.ie

Charity for the protection of children

www.netsecure.ie

National awareness campaign on computer security

www.ncte.ie

The National Centre for Technology in Education provides advice and support on ICTs in education

www.belongto.org

BeLonG To provide support for lesbian, gay, bisexual, transgender, and intersex (LGBTI+) young people in Ireland

www.jigsaw.ie or www.jigsawonline.ie

The Jigsaw Support Line is available for free mental health support and advice to young people aged 12 to 25 years old, and parents or concerned adults in Ireland.

Sanctions

Misuse of the Internet may result in disciplinary action in line with the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and Review

This policy was drafted by staff in consultation with the Board of Management and Parent Teachers Association. It was ratified by the BOM at a Board meeting on 8th June 2020.

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Permission Form 3rd – 6th class

Please read the attached school Acceptable Technology Use Policy, detach, sign and return this permission form to the Principal.

Pupil

I agree to use the Internet only with an adult's permission and to obey all the rules explained to me.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Technology 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.

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 Technology Use Policy relating to publishing children's work on the school website.

I accept the above paragraphs.

Parent/Guardian's Signature: _____ Date: _____

Permission Form Junior Infants – 2nd class

Please read the attached school Acceptable Technology Use Policy, detach, sign and return this permission form to the Principal.

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Technology 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.

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 Technology Use Policy relating to publishing children's work on the school website.

I accept the above paragraphs

Parent/Guardian's Signature: _____

Date: _____