



St. Francis Junior School
Priorswood, Dublin 17
Roll No. 17104G

ICT Acceptable Use Policy:

For Staff/Employees, Pupils, Parents/Guardians and Visitors

Rationale:

St. Francis Junior School is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, staff, pupils and visitors are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP).

Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum and parent / guardian classes facilitated through the HSCL teacher.

Aim:

The aim of this Acceptable Usage Policy is to ensure that pupils and parents / guardians will benefit from learning opportunities offered by the school's technology and internet resources in a safe and effective manner.

Access to technologies such as digital and video photography and the internet with its associated uses, is considered a school resource and privilege.

This AUP should be read carefully by parents/guardians to ensure that the conditions of use are accepted and understood

This AUP includes but is not exclusive to use of: computers, tablets, Interactive panels /, laptops phones.

School's Strategy

This policy was drawn up in order to protect the children from the risks associated with the internet while at school. Parents are advised however that while the children may be given internet based homework assignments from time to time, the school take no responsibility for the internet usage of the students while they are outside the school.

It is important that all parents / guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet while they are at schools. These strategies are as follows:

- * All parents/guardians are informed that an AUP is available to view on the school website or a hard copy is available in the school office.
- * On enrolment of all new children, parents are asked to agree to the terms of our AUP by signing a section of the enrolment form.
- * Children are taught about safe internet usage every year.
- * Students, parents and staff are advised to visit www.webwise.ie for information on the safe usage of the internet.
- * Internet sessions shall always be supervised by a staff member.
- * Schools Broadband Programme (SBP), managed by the NCTE, provide us with content filtered broadband in order to minimise the risk of exposure to inappropriate material in school.
- * Teachers using interactive whiteboards and projectors / interactive panels shall be particularly vigilant and shall preview the material presented in order to ensure that it is age appropriate and adheres to the conditions of this AUP.
- * Pupils shall never attempt to upload or download software, music or videos without the prior permission of a staff member.
- * Virus protection software is used and updated on a regular basis.
- * There are a number of password protected drives on the school network which aid the safe & confidential storage of documents and information. Teachers & admin staff shall not divulge network passwords to 3rd parties and shall take all reasonable steps to ensure that such information remains confidential. Any activity that threatens the integrity of files and the schools ICT system is unacceptable.
- * Pupils only have access to the Pupil(S) drive.
- * All drives are backed up by a new server, installed in February 2020.
- * Staff / Visitors are asked to refrain from using memory sticks and any form of removal storage so as not to put the system at risk of virus attack
- * Staff / pupils / visitors 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. Good etiquette can be demonstrated to the children through activities on www.webwise.ie.

World Wide Web

- * Pupils will use the Internet for educational purposes only.
- * Staff / Visitors will be familiar with copyright issues relating to online learning.
- * Staff / Visitors will never disclose or publicise personal information.
- * All Internet users at St. Francis Junior School 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.
- *All internet users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- * Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed

Email

Only staff of St. Francis Junior School have a school email address. Pupils do not. The email address will only be used for school/work related activity. If used during a school closure to communicate with parents/guardians/pupils, staff will only access it during normal working hours 8.50am – 2.30pm. It will not be used as a means of communicating with parents/guardians re their child's behaviour in school or his/her interactions with peers. It will be used for the sole purpose of teaching and learning. Any inappropriate emails/ messages from parents/guardians/ pupils will be forwarded immediately to the principal/deputy principal and/or Board of Management and will be dealt with accordingly.

Chat & Messaging

Currently the pupils of St. Francis Junior School do not use chat or messaging

School Website

- * www.stfrancisjs.com is the official website of the school. It does not collect, process or retain personal information.
- * Teachers & pupils may be given the opportunity to upload projects, artwork or school work on the school's website
- *The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- *The school website will avoid publishing the first name and last name of individuals in a photograph.

*The school will endeavour to use digital photographs, audio or video clips focusing on group activities.

* Personal pupil information including home address and contact details will be omitted from school web pages.

On-line Communication:

We recognise that online safety is of huge importance but we also recognise that online communication/collaboration is essential to maintain links between the school and pupils/families when face-to-face communication is limited. Our school is currently using SEESAW as an on-line learning platform and also using Zoom as a means of communication with pupils and parents.

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC), laptop, tablet or phone. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home through distance learning. Parents/Guardians will have to give written consent for their child to be 'signed –up to SEESAW' by his/her teacher. They will then be provided with a password so their child can access their 'work' on SEESAW. Only a child's parent/guardian will be able to view his/her work. No other parent can view another child's 'work' on SEESAW. Teachers may from time to time upload photographs and/or video recordings of a child to SEESAW, which can be viewed by the child's parents/guardians. If it is a class recording or video or photograph the parents/guardians of children in that class will be able to view same.

More information about Seesaw is available on the PDST website - <https://www.pdst.ie/DistanceLearning/Platforms/seesaw>.

The Department of Education and Skills have acknowledged the use of Seesaw in primary schools in the following document <https://www.education.ie/en/Schools-Colleges/Information/guidance-on-continuity-of-schooling.pdf>

ZOOM is a video conferencing platform that can be used on a variety of devices and allows users to connect online for video conference meetings, webinars and live chat. It will enable staff to connect / communicate with pupils / parents /guardians during school closures and also enable classrooms to connect with each other during the school day. Parents/guardians will be sent a password by a member of staff when a 'meeting/assembly' is scheduled so that parents can log in and enable their child to participate.

Guidelines for good on-line communication which must be adhered to by all parties:

Under no circumstances can pictures or recordings be taken of /during video calls (Zoom)

Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online

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.

Staff members can communicate with pupils and their families via Seesaw

Any electronic forms of communication will be for educational purposes and to allow for communication with families.

Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified: SEESAW, Zoom

Parental permission will always be acquired before setting up a profile for a pupil on a communication forum.

For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via a message to the parent/guardian. Essentially, by virtue of the pupil logging on to the call and participating permission is assumed.

For security reasons, passwords will be provided to families, where applicable.

Rules/Guidelines for pupils:
Submitting assignments/activities/learning:

Submit work and pictures that are appropriate - have an adult take a look at your work before you send it to your teacher.

Do your best, like you do when you are in school.

For video calls/Zoom:

Pictures or recordings of the video call are not permitted.

Remember our school rules - they are still in place, even online.

If you have the chance to talk, speak in your normal voice, using kind and friendly words.

Show respect by listening to others while they are speaking.

Ensure that you are dressed appropriately for the video call.

Guidelines for parents and guardians:
For learning

It is the responsibility of parents/guardians to ensure that pupils are supervised while they work online.

Check over the work which pupils send to their teacher

Continue to revise online safety measures with pupils ([visit www.webwise.ie](http://www.webwise.ie))

For video calls/Zoom

Pictures or recordings of video calls are not permitted.

Ensure that the school has the correct details for inviting you to join apps and meetings.

The main purpose of a video call is to maintain a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.

Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

On occasions you may enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into a Zoom video call if you can be identified

Please ensure that your child is on time for a scheduled video.

Make sure to familiarise yourself and your child with the software in advance.

Participants in the call should be dressed appropriately.

For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident if they weren't beside their child during the call

Responsibilities of St. Francis Junior School Staff / Employees

Employees will:

1. Follow the guidelines set forth in this AUP
2. Sign form stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions
3. Supervise student use
4. Model and provide instruction in the ethical and appropriate use of technology in a school setting
5. Maintain a curricular focus
6. Ensure all students have signed an AUP permission form before allowing them to access the internet and network
7. Keep the user password secure and confidential
8. Ensure the computer is being legally used according to the software's licence
9. Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
10. Not transmit, request or receive materials inconsistent with the mission and values of St. Francis Junior School

Acceptable Use

St. Francis Junior School computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of St. Francis Junior School. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

Unacceptable Use

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
3. Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person

4. Downloading or loading software or applications without permission from the Principal

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staffs who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Consequences

The use of technology resources inside St. Francis Junior School is a privilege. Inappropriate or unethical use or failure to adhere the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the BoM annually or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

RATIFICATION

Ratified at the Board of Management meeting on: 8th December 2020

Chairperson: Anne Hogan

Principal: Aileen Plunkett

