Acceptable Usage Policy

This document is intended to provide details of the Acceptable Usage Policy of Cloghroe National School. It is intended to help the school community to understand the environment and approach of the school. This document is regularly reviewed.

Version	Description	Authors
April 2024	Updated policy	Board of Management

School Contact Details

Principal: Mr. Shane Fennessy

Board of Management Chairperson: Mr. Donal Healy

School Roll No: 07242M

School Phone Number: 021-4385547

School Email Address: oifig@cloghroens.ie

Address: Cloghroe N.S., Cloghroe, Co. Cork.

completely foolproof and therefore pupils will be supervised during the use of the internet.

- 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.
- It is important to note that the school's Anti-Bullying Policy and Code of Behaviour 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.

Use of The Internet

- 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 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.

Microsoft Teams

- When using Microsoft Teams, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- 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.
- Students will never arrange a face-to-face meeting with someone they only know

- on the school website and/or affiliated pages, without prior parental/guardian permission.
- The school website and/or affiliated pages will be used for publishing school events and school content.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/social media should not be edited, copied or posted directly to any other social media/ website/ messaging service.
- Social media content on the school's platforms may be shared directly from the school social media platforms, as is, unedited, using the platforms "sharing" feature.
- 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.

Social Media

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.
The schools asks:

- Many social media sites/ messaging services have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Instagram, X, Tik Tok, Snapchat, Whatsapp etc. until they are the appropriate age.
- Some social media sites will be used by teachers in class for specific purposes, for example, X for school sports results. However, all interactions will be under the supervision of the teacher. Children will not be allowed to use their own personal accounts for social media.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on any social media/messaging groups. If you have an issue with something in the school, social media/ messaging groups are not the place to raise it. Comments of this nature will be

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. This includes smart watches or glasses with recording or image taking functions. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by staff members on smartphones or other personal devices must be downloaded onto the school server/phone 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. All personal devices are to be turned off during school hours.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:
- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support Structures and Education
- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technologies (ICT)
- Cloghroe N.S. information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail 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 e-mail 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 letter or spirit of the school's policies or reflects negatively on the school is forbidden.
- Users of the school's information and technology resources must not share passwords.

that the policy is available for viewing on the school website.

Date of ratification: 23|04|24

Signed: Mr. Donal Healy Shane Fennessey &

Date: 23|04|24

Acceptable Use Policy Permission Slip-

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Cloghroe N.S. have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing this electronic 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.

Name of student: _____

Class/Year: _____

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.

Parent/Guardian Signature:_____

Date: _____