

St Kilian's Junior School

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Roll Number: 19556F
Registered Charity Number: 20120054

Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. This document outlines the school's policy on permitted usage of the internet. The policy applies to desktop computers, laptops, tablets and other devices capable of accessing the internet. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This policy should be read in conjunction with the school's Anti-Bullying Policy and ICT policy.

It is envisaged that the Board of Management, the school and parent representatives will revise the AUP every two years.

Strategy:

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher.
- Filtering level 4 from NCTE will be used to minimize the risk of exposure to inappropriate material.
- Pupils will be provided with information in the area of internet safety through discussion about being e-safe; engagement in safe Internet Day and close collaboration with Webwise.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software (Avast) will be used and updated on a regular basis, on Windows 7 machines and older. All newer machines are equipped with Defender.
Note: Permission has been granted from Avast anti-virus to use it on our machines free of charge.
- Pupils 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.
- Teachers/staff may use the internet for their own personal needs outside of teaching and learning time.
- Pupils will use the internet for educational purposes only, and in an age appropriate way.
- Pupils are not permitted to bring mobile phones or any other personal internet enabled device to school, including smartwatches, unless with special permission from the Principal or Deputy Principal.
- No internet user is permitted to cause damage to the school's computers or IT equipment.

Use of the Internet at School:

- Pupils will use the internet for educational purposes only and teachers will select sites that support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home when appropriate.
- Pupils will not intentionally try to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will never disclose or publicise personal information on the internet.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

- Pupils will not intentionally copy information into assignments or projects and fail to acknowledge the source (copyright infringement)

Email:

Office e-mail: postkins@eircom.net

Separate email addresses are used for recruitment ; stkiliansjns@gmail.com and vetting of staff and volunteers; vetting.stkiliansjnstallaght@gmail.com

- Pupils will not generally use email, except in exceptional circumstances, and then only under supervision by the teacher.
- Teachers or pupils will not send or receive any material that is illegal, obscene or defamatory.
- Pupils will not have access to chat rooms or discussion forums, however pupils may engage/collaborate with other schools via Skype, to enhance learning.
- Pupils will never arrange face-to face meetings with someone they only know through emails or the internet.
- Pupils will never disclose their own or others personal details, such as addresses or telephone numbers or photos.

School Website: www.stkiliansjns.ie

- Pupils will be given the opportunity to publish projects, artwork and selected school work on the school's website.
- Pupil's work will appear in an educational context on the website.
- Personal pupil information including home address and contact details will be omitted from the website, but names may be used.
- Photographs of school events will also feature on the school website, as well as school policies, information for parents/guardians, applications to enrol children etc.
- Photographs that are published on the school website are copyrighted and may not be copied or republished on any other website or used for social media purposes.

Photographs of Pupils:

- Each year group has access to a digital camera for teacher and pupil use.
- Photographs may be taken of pupils participating in school activities, on school trips, school concerts, school curriculum work etc. and used for classroom displays, project work and uploaded onto our school website.

Personal Devices:

- On occasion, some children will be allowed to bring their own devices to school for educational use, in particular, children with special educational needs. Parents will be informed by the teacher, that neither the class teacher nor the school will be held liable for any personal devices lost, stolen or damaged on school property.

Staff Use of the Internet/ Media:

- Members of staff are encouraged to use suitable online digital resources in their teaching and learning activities, to conduct research and for contact with others.
- Some teachers may opt to use a Class Blog, to keep parents informed of learning activities and class achievements, following approval from the School's ICT Co-ordinator. Photographs that are published on a School Blog are copyrighted and may not be copied or republished on any other website or used for social media purposes.
- All media products should be checked in advance for their appropriateness with regard to age and suitability. The age and sensitivity of the children must be considered if choosing to show a film on special occasions or during wet break times.
- When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

- The printer, which is centrally located in the staffroom may be used to print suitable downloaded materials associated with school activities.

Support Structures:

- Teachers will give instruction on appropriate use of the internet and how to use it safely. All classes will be timetabled to attend our Computer Room for one session each week. All classes are equipped with an interactive whiteboard and teachers use this resource and digital resources daily.

Parents/Guardians and Community:

- Many social media /apps/gaming apps have age requirements. We advise parents to not allow their children to have personal accounts on adult sites/apps. We also advise parents to adhere to the age recommendation given on the product/app.
- Pupils and staff may be photographed / digitally recorded at school organized events and activities provided such images are for personal /private use only, and that the images are not altered or publicly published on any app/social media site or made available on the internet for download or use by the public in any manner that may cause offence to any subject in the images.
- Parent Teacher meetings are not permitted to be recorded.
- The Board of Management has nominated the Parents' Association of St. Kilian's to facilitate a facebook page for our school. Parents are not permitted to facilitate/organize any website, social media site, blog, app that makes reference to our school, pupils or staff without prior approval of the Board of Management.
- Avoid any negative conversations about children, staff or parents on personal social media accounts. If there is a school related issue, social media is not the place to raise it. Please make an appointment to discuss it with the relevant person at the school.
- Parents are deemed responsible for all social media interactions involving themselves and their children outside school hours.

Sanctions:

- Misuse of the internet may result in disciplinary action, including written warnings, face to face meetings with parents, withdrawal of access privileges, and in extreme cases, suspension or expulsion.
- Breaches of the AUP by parents/pupils outside school will be referred to the Board of Management and may result in written warnings, exclusion from school premises or legal action
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- In all cases of AUP breaches, parents/guardians/ pupils will be obliged to remove /delete any images/content deemed inaccurate or offensive by the Board.

References:

- Data Protection legislation 1988, 2003 and 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1998
- Enrolment policy and application form
- Child Safeguarding Statement 2018
- Communications Policy
- Complaints Procedure

Advice & Support:

NCTE- <http://www.ncte.ie/InternetSafety>

Webwise – <http://www.webwise.ie>

Make IT Secure – <http://makeitsecure.ie>

Safe Internet – <http://www.saferinternet.org>

This AUP was reviewed and ratified by The Board of Management on 25th September 2018.

A handwritten signature in cursive script that reads "Elaine Louy".

Chairperson, Board of Management