



ST GEORGE'S NATIONAL SCHOOL

NAUL ROAD

BALBRIGGAN

CO. DUBLIN

PRINCIPAL: DR ELAINE BROWNE

Phone: 01 8410107 Email: office@stgeorgesns.com Roll no. 15315J



Acceptable Use Policy

Aim

- The aim of this Acceptable Use Policy is to ensure that pupils and teachers will benefit from the teaching and 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.
- This policy has also been adapted to reflect the facilitation of Distance Learning during the COVID 19 School Closure.
- As available technology changes it is envisaged that this AUP will be reviewed as deemed necessary.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet and internet enabled devices. **The strategies apply to staff and pupils when using school resources, representing the school or wearing the school uniform.** These strategies are as follows:

General

- Pupils are not allowed to use their own Internet-enabled devices in school at any time. • Internet sessions in school are always supervised by a teacher
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted. • Virus protection software is used and updated on a regular basis.
- The school will regularly monitor pupil's Internet usage.

- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils and staff will observe good 'netiquette' at all times. They will not undertake any actions that may be considered disrespectful to members of the school community, or bring the school into disrepute. Pupils and teachers are made aware of internet safety by the use of internet safety lessons in the school and online (www.webwise.ie).
- Pupils will not type in URL addresses without the permission of their teacher.

The Internet

- Pupils and staff will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the internet for educational purposes only. Pupils will not be given the opportunity for 'free surfing.'
- Pupils will report accidental accessing of inappropriate materials to their teacher. • Pupils and staff will be made familiar with copyright issues relating to online learning in an age-appropriate way.
- Pupils will never disclose or publicise personal information online at any time. • Pupils downloading materials or images not relevant to their studies, is in direct breach of the school's AUP.
- Pupils 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.
- Pupils will never arrange a face-to-face meeting with someone that they have 'met' on the Internet.

Pupil Email (if applicable)

- Pupils may only use approved school email accounts under the supervision of or with permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils must have permission to send and open email attachments.
- Staff are encouraged to use their school email account if corresponding with pupils and parents.

Internet discussion forums/messaging

- Pupils will only have access to discussion forums, messaging or other electronic communications forums 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.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Parents and pupils will be alerted as to the dangers of internet social networking sites. Their attention will be drawn on a regular basis to such sites as www.webwise.ie which offers detailed advice and guidelines regarding internet safety.

School Website

- The publication of pupils' work will be co-ordinated by a teacher.
- Pupils may be given the opportunity to publish projects, artwork or school work on their relevant class page of the school website.
- Pupils' work will appear in an educational context. The copying of such work is not permitted without express written permission.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The school Internet Use Permission Form gives parents/guardians the choice of opting out of having their child appear in school media. This permission remains valid for the duration of a pupil's enrolment in the school unless such permission is withdrawn in writing by a parent/guardian.
- Personal information will be omitted from postings on the school website. • Staff will be identified by their title and surname unless they request otherwise. • Teachers are discouraged from publishing pupil's names in a photograph. The school website will avoid publishing the first and last name of individuals in a photograph. • The school will ensure that the image files are appropriately named and 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 are not allowed to use their own mobile phones, smart watches or internet enabled devices in school. • Teachers have access to the school camera to record school related work. • If a teacher uses their own device to record school related work, they are advised to transfer the photos/recordings to their school computer and delete the photos/recordings from their device as soon as possible.
- Parents and guardians are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member.
- Visitors must also be vigilant in terms of child safeguarding with regards to recording children in the school. Visitors must ensure that they never share any media of pupils in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.
- Parents and guardians are requested not to share any photos of other people's children on their social media, without permission. This includes photos which they may take

themselves at school events, or photos shared by the school.

- If there are children opted out from appearing in the media they cannot be recorded.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom as an 'online platform' to assist with remote teaching where necessary. Any other online platforms used will be approved by the principal.
- The individual teacher using the online platform has signed up to the terms of service of the online platform on behalf of the school and has enabled the most up to date security and privacy features which these online platforms provide.
- If teachers are using Google Meet or Zoom, a copy of the school's rules regarding these meetings will be forwarded to guardians before the meeting takes place. Google Meets or Zooms may be recorded by teachers.
- Parents/Guardians must also agree to monitor their child's participation on any such online platforms.

For further information please consult the school's Remote Learning Policy.

G Suite for Education

- Google Classroom is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. Google classroom allows the teacher to set activities for the class to work on either individually or collaboratively both in school and at home.
- G Suite for Education runs on an Internet domain owned by St. George's National School and is intended for educational use only. St. George's National Schools' G Suite for Education domain is different from a personal Google account and is NOT open to the public. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Parental permission will be acquired through our Internet Use Permission form when setting up pupil profiles online.
- By default, advertising is turned off for the school's G Suite for Education domain. No personal student information is collected for commercial purposes. Student use of G Suite for Education is governed by St. George's Acceptable Use Policy. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.
- Access to and use of G Suite for Education is considered a privilege and is at the discretion of St. George's National School.
- St. George's National school maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe inappropriate use or breach of school policies have occurred.
- G Suite accounts will be deleted 30 days after the last day of the school year in which the

pupil leaves the school.

- For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

Legislation

The Board of Management strongly suggests that teachers, parents and pupils should familiarise themselves with the following pieces of legislation.

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The EU General Data Personal Regulation (GDPR) 2018

Sanctions

Misuse of the Internet may result in disciplinary action, including verbal warning, written warning, informing parents/guardians, withdrawal of access privileges and, in extreme cases, suspension or expulsion, as per the school's Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Roles and Responsibilities

- It is the overall responsibility of the entire school staff with the support of parents/guardians to ensure that these guidelines are implemented within the school environment.

Review

It is envisaged that this AUP will be revised annually or as the need arises.

Other Relevant School Policies

- Child Protection Guidelines
- Code of Behaviour
- Mobile Phone Policy

Reviewed November 2022

A copy will be available on the school website.



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Internet Use Permission Form – Parents and Pupils

Please review the school's Acceptable Use Policy (AUP), discuss it with your child, and sign and return this permission form.

The AUP can be found in the *Policies* section of our school website, which can be found under the *Parents* tab.

Name of Pupil: _____ Class: _____

Pupil:

I agree to follow the school's AUP on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian:

As the parent or legal guardian of the above pupil, I have read the AUP and grant permission for my child to access the Internet and use a G Suite account created by the school. I understand that Internet access is designed 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.

It is the individual parent/pupil's responsibility to change their G Suite password to secure their account.

Signature: _____ Date: _____

Publishing pupils' photos, videos or work online:

I understand that, if the school considers it appropriate, my child's photo, video or schoolwork may be chosen for inclusion on the school's website and online platforms, in keeping with the terms of the school Acceptable Use Policy.

I understand and accept the terms of the AUP relating to publishing children's images or work online.

Signature: _____ Date: _____