



**Carrigtwohill Community  
National School (CNS)**

*Acceptable Usage  
Policy*



# Carrigwohill CNS



**Carrigwohill Community National School (CNS),  
Carrigwohill GAA, Carrigwohill, Co. Cork.**

## *Acceptable usage policy*

Educationalists believe in the benefits of curriculum-based internet use. The aim of this Acceptable Use Policy is to ensure that pupils, and all other users, 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions (as outlined below) will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. It is the responsibility of the individual to familiarise themselves with the AUP before using the school internet resources and in using the resource it is assumed that they accept, understand and agree to the conditions of use as indicated in the AUP.

### **School 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:

#### **(A) General:**

##### **Pupil Access to the Internet**

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of digital communications, electronic information and IT devices (e.g. tablets/iPads/Chromebooks) will

be taught and provided for as necessary, and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves.

1. Pupils will not be given access to the internet without teacher supervision.
2. Internet will be used for educational purposes only.
3. Internet sessions will always be supervised by a teacher.
4. Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
5. Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material.
6. The school will regularly monitor pupils' internet usage.
7. Students and teachers will receive training in the area of internet safety.
8. Pupils will be taught to evaluate the content of internet sites (from 1st - 6<sup>th</sup> Class).
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of personal memory sticks, external storage devices, CD ROMs or other digital storage media in school requires a teacher's permission.
12. Students are prohibited from using the 'Airdrop' function on the iPads without explicit permission from the teacher
13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute.
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **(B) World Wide Web**

1. Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
3. Students will use the internet for educational purposes only.
4. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
5. Students will never disclose or publicise personal information.
6. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
7. 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.

### **(C) Email**

1. Children must sign a written agreement annually, with parents and class teachers, prior to accessing school email accounts.
2. School email address and drive is to be used for educational purposes only.
3. The email address provided by the school to each student is the property of Carrigtwohill CNS. All content will be monitored by staff at the school.
4. If a child receives any inappropriate emails, he/she should inform the class teacher and a parent/guardian.
5. Students will use approved class email accounts in school under supervision by or permission from a teacher.
6. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
7. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
8. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
9. Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

**(E) School Website/Facebook/Twitter accounts/Other social media accounts:**

1. Students will be given the opportunity to publish projects, artwork or schoolwork 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, Facebook and Instagram page/account.
2. These sites will be regularly checked by the social media coordinator to ensure that there is no content that compromises the safety of students or staff.
3. Social media facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
4. The publication of student work will be coordinated by the class teacher and social media coordinator.
5. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published with parental permission.
6. Personal student information including home address and contact details will be omitted from online posts/school sites.
7. Our social media accounts will avoid publishing both the first name and last name of individuals in a photograph, unless permission is received from parents (e.g. in the case of acknowledging achievements such as external competitions, sporting achievements)
8. The school will ensure that the image files are appropriately named.
9. Students will continue to own the copyright on any work published.

**Personal Devices** – Where permitted, students using their own technology in school should follow the rules set out in this agreement. They will only use personal devices (laptop/tablet/USB devices etc.) in school if they have been granted parental permission and permission from the relevant teacher.

### **(F) Education and Internet Awareness**

Carrigtwohill CNS will endeavour to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for children. Through education and awareness, the aim is to limit children’s susceptibility to it as they progress through primary school. 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- Webwise - <https://www.webwise.ie/>
- PDST internet safety information (for parents, teachers and children) - <https://www.pdsttechnologyineducation.ie/en/Good-Practice/Videos/Internet-Safety/>
- Use of the ‘Teachers’ section on the [www.webwise.ie](http://www.webwise.ie) website
- <http://www.saferinternetday.ie/>
- <http://www.internetsafety.ie/>
- <http://planetnutshell.com/skill/netsafe/> (lesson plans for Grades K – 3 are equivalent to Senior Infants – 3<sup>rd</sup> Classes. Grades 4 – 6 are equivalent to our 4<sup>th</sup> – 6<sup>th</sup> classes).

### **(G) Filtering**

The school will use the internet provided and filtered by PDST (Technology in Education). ‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. The most effective filtering tool is adult vigilance. At Carrigtwohill CNS we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school devices is monitored and regularly reviewed by the PDST (Technology in Education). Websites are only allowed through following a verification of their suitability.

Many browsers have their own built-in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **preferences** link on any Google page. Unfortunately, it is also easily removed.

### **(H) Laptops and tablets:**

Taking photos of students/teachers/adults in Carrigtwohill CCNS is not permitted without prior permission from the class teacher.

Where applicable, use of laptops and tablets that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops/tablets by children in their bedrooms is not recommended. See Assistive Technology Policy.

### **(I) Tablet/Personal IT Devices: usage policy**

In addition to the conditions outlined above, there are a number of specific issues relating to the use of tablets:

- (1) **Games:** The use of non-educational games, videos, movies, apps or games/ videos/ movies/apps not assigned by a teacher while on the network or on school property is prohibited.
- (2) **Responsibility:** Students agree to keep their personal devices (assistive technology laptop/tablet) in their possession or with their teacher. They are not to leave them unattended. The school accepts no responsibility for any personal devices damaged or stolen under any circumstances. It is the student's responsibility to ensure that their personal device is adequately charged each day.
- (3) **Cameras:** Students agree that cameras on any IT devices, including watches, will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in toilets or in changing rooms, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher. Taking photos of students/teachers/adults in Carrigtwohill CCNS is not permitted without prior permission from the class teacher.
- (4) **Social Media and Messaging:** Social media and messaging apps are not allowed on any IT devices (e.g.: including but not limited to Snapchat, Instagram, TikTok, Facebook, WhatsApp, Twitter, etc)
- (5) **Misuse of Passwords/Unauthorised Access:** Students are not permitted to use another student's personal device, account, files or data. Students caught trying to do this will be subject to disciplinary action.

### **Remote Learning**

It may be necessary to engage with remote learning in times (e.g., during Covid 19). Teachers are to continue to work with the appropriate platform (Google classroom/Seesaw), but also to engage with Aladdin in the case of lack of access to devices.

At times where staff are not able to meet for staff meetings, online platforms such as Google meet and Zoom may be used. These meetings:

- must be password protected
- must use the waiting room facility
- must ensure all entrants are muted on entry

For zoom assemblies or calls, the following information is to be passed to parents:

- Attendance at this assembly means that all children are bound by our Code of Behaviour and should behave as they would at an assembly at school.
- There is to be no recording or taking pictures/screenshots of the assembly.
- A parent must be present with the child.
- All microphones will be muted on entry. We may speak to some children and ask them to un-mute their microphones but otherwise, please ensure that all microphones remain muted for the duration of the assembly.
- The ID and/or password is not to be shared with anyone outside of our school community.
- All zoom calls with students will be attended by at least two staff members
- All staff are bound by Children First responsibilities when engaging in remote contact with students.

#### **(J) Legislation:**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

1. Child Trafficking and Pornography Act 1998
2. 1993 Interception Act
3. Video Recordings Act 1989
4. The Data Protection Act 1988
5. Data Protection (Amendment) Act 2003
6. Anti Bullying Guidelines for Primary Schools (2013)

#### **(K) Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

#### **(L) Sanctions**

If a pupil deliberately misuses the internet or email, laptops, tablets or any other IT devices (e.g. is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites) this will result in disciplinary action as outlined in the school's Code of Behaviour. Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to

report any illegal activities to the appropriate authorities. Parents/guardians will receive notification and detail of the misuse.

This policy was reviewed by the Board of Management on

Signed: Liam Ahern

*Chairperson of Board of Management*

Signed: Teresa Coughlan

*Principal*

Date: 12th June 2024

Date: 12th June 2024

Date of next review: 2026

## Responsible Internet Use - Pupil Undertaking

We use a range of IT devices including school laptops/chromebooks, tablets and the internet for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not bring external storage devices such as memory sticks/USB keys etc. into school without permission.
- I will not use email for personal reasons.
- I will only use email for school projects and with my teacher's permission.
- The messages I send will be polite and sensible.
- When sending email, I will not give my home address or phone number or arrange to meet anyone.
- I will not use internet chat rooms or social media websites on a school device.
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files/images and may monitor the sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet and school devices and my parents will be informed.
- I will not take photographs of teachers, other children or anything else unless requested to do so by my teacher.
- I will not post any content of the work I've completed using school equipment on any social media sites or any public websites without the written permission of the principal.

In summary, I agree to follow the school's Acceptable Use Policy as outlined in the AUP. I will use the Internet and any of the devices listed in the policy in a responsible way and obey all the rules explained to me by the school.

**Signed:** \_\_\_\_\_ Pupil

**Signed:** \_\_\_\_\_ Parent/Guardian

**Date:** \_\_\_\_\_

## Permission Form – Parents/Guardians

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet and other devices and software programs as outlined in the school's AUP.

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 students access unsuitable websites.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website and other school social media sites, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website (unless I have previously requested otherwise). I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_