



## **St. Fintan's National School**

### **Digital Technology Acceptable Usage Policy**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's digital and internet resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn.

It is envisaged that school and Board of Management representatives will revise the AUP regularly in line with developing technological issues, as necessary. Before acceptance, the AUP should be read carefully to ensure that the conditions of use are understood.

This policy is to be read in conjunction with our Anti-Bullying policy which also deals with the issue of cyberbullying, available at [www.stfintansns.ie](http://www.stfintansns.ie)

#### **School's Strategy:**

St. Fintan's NS employs a number of digital and internet learning strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These are outlined in the school's Digital Learning Strategy.

#### **General Considerations for Acceptable Use of Educational Digital Technologies:**

- Digital technology sessions in school will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in school in order to minimise the risk of exposure to inappropriate material.
- Pupils and teachers are regularly provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, tablets, laptops or other digital equipment

/ media is not normally allowed. If these are to be used in school in exceptional circumstance this requires special permission.

- School digital resources should be kept free of personal material at all times.
- Pupils will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

#### **Considerations for Using the Internet for School Purposes:**

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information. Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 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.

#### **Considerations for Using Email / Communication Apps for School Business:**

- Pupils will only use approved school email accounts / apps with parental consent, for school business and with supervision from a teacher and or a parent.
- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to upset or intimidate another person.
- Pupils will not reveal their own or other people's personal details beyond what is considered appropriate by the relevant school teacher for their learning.
- Pupils will never arrange a face-to-face meeting with someone they only know online.
- For email communication, parents must only communicate through the official school email address ([info@stfintansns.ie](mailto:info@stfintansns.ie)).

#### **Considerations for Pupil Online Communication for School Business:**

- Pupils will only have access to communication facilities, discussion forums, messaging or other electronic communication that have been approved by the school.
- Educational software (eg. Microsoft Teams and SeeSaw), will only be used for educational purposes and will always be supervised by the class teacher, while pupils are in school. If used outside of school by pupils, usage must be supervised by a parent.

#### **Use of the St. Fintan's School Website: [www.stfintansns.ie](http://www.stfintansns.ie)**

- Pupils may, from time to time, be given the opportunity to publish projects, artwork or school work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- From time to time, school related photos / videos / audio of school pupils may be published to the school's website.

#### **Guidelines for good online communication in St. Fintan's N.S:**

Under no circumstances can pictures or recordings be taken of video calls.

1. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online at all times.
2. 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.
3. Staff members can communicate with pupils and their families via Aladdin or through an established app (eg. Seesaw, Microsoft Teams).
4. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Microsoft Teams)
5. Parental permission will be required before setting up a profile for a pupil on a communication forum – through acceptance of this Digital Technology Acceptable Usage Policy.
6. For security reasons, passwords will be provided to families, where applicable.
7. St. Fintan's N.S cannot accept responsibility for the security of online platforms, in the event that they are hacked.



### **Rules for pupils using online communication methods:**

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

### **Guidelines for parents and guardians:**

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

### **Personal Devices**

Any pupil's personal devices must be switched off in school and handed to the class teacher at the beginning of the school day (unless prior consent has been granted eg. for medical reasons). They will be returned to the pupil at the end of the school day.

### **Sanction**

Misuse of the digital technologies may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy has been ratified for use in St. Fintan's NS by the Board of Management on 16<sup>th</sup> September 2024.

**Along with the above policy, the following message will be issued to parents through the Aladdin App, where they will be asked to click a link that they give consent.**

## Parent/Guardian

As the parent or legal guardian of a pupil / pupils in St. Fintan's NS, I have read the Acceptable Usage Policy and grant permission for my child / children to use school related digital technologies in line with this policy. I understand that school digital technology access is intended for educational purposes only. 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.

## Legislation

Teachers, students, and parents should familiarise themselves with the following legislation relating to use of the internet:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1998

Signed Brendan Date 11/9/24

Principal

Signed Martin Date 16/9/24

Chairperson Board of Management