

Scoil Aodh Rua agus Nuala  
Donegal Town  
Co. Donegal  
F94 H792  
Tel: (074) 9722661  
Sp. Ed Needs: (074) 9722678  
E.mail: [scoilaothruea@gmail.com](mailto:scoilaothruea@gmail.com)  
www.saran.ie  
Charity No: 20116279



## **Scoil Aodh Rua agus Nuala**

### **Acceptable Use Policy (AUP.) 2023**

#### **Introductory Statement**

This Policy updates our previous school Acceptable Use Policy. It was re –drafted in the 2022-23 school year by the school principal in consultation with the school staff, board of management, and parent body by means of the Parents' Association .

#### **Rationale of AUP**

Scoil Aodh Rua agus Nuala recognizes that access to Information and Communication Technology (ICT) enhances the teaching and learning experiences for teachers and pupils. This document outlines the guidelines and behaviours that pupils, staff, parents and invited speakers/visitors to the school are expected to adhere to.

#### **Aim**

The aim of this Acceptable Use Policy is to ensure that pupils and staff will benefit from the learning opportunities offered by the school's ICT resources in a safe and effective manner. Internet use and access is considered a school resource and privilege, therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP will be imposed.

#### **School's Strategies.**

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

Virus Protection software is used on all school devices and updated regularly.

A firewall and NCSE Filtering Software Level 4 is to minimise the risk of exposure to inappropriate materials and to block unsuitable sites.

Pupils will never be allowed unsupervised access to the internet in school .

Pupils will treat others with respect at all times, and will not undertake any actions that may bring the school into disrepute.

Websites will be previewed and evaluated by the teacher before being accessed for lessons to screen for any inappropriate texts, imagery or content.

The use of personal memory sticks CD-Roms, or other storage media in school, requires a teacher's permission.

- Information on Internet Safety will be provided as part of our Stay Safe Programme and My Selfie/Webwise resource will be accessed for middle and senior pupils.
- Workshops for parents and pupils are organized by the school on a regular basis .
- Safety Internet Day will be acknowledged in all classes each year.
- Internet Safety Workshops will be arranged by the school for Parents' and pupils in middle to senior classes at intervals every 2<sup>nd</sup>/ 3<sup>rd</sup> year.
- Cyber Bullying is addressed as part of our Anti-Bullying Awareness lessons.
- School Staff will be provided with continuing professional development in the areas of I.C.T.

### **Recording of Images and Videos.**

Pupils must not take, share use, publish or distribute images of any member of the school community except with the permission of the teacher or member of the school community.

Recording of images and videos of pupils using the school camera or school Ipads is permitted on school grounds when pupils are participating in school activities but only with the explicit permission of the teacher.

### **Personal Devices.**

Pupils are not allowed to have any personal IT devices including mobile phones at school or on school outings . If a pupil is found to have a mobile phone or device in school it will be confiscated, parents will be informed and sanctions will be applied as outlined in this policy and in our Code of Behaviour Policy.

Staff should use the school camera or school ipad when taking photographs of pupils or of school related events or recording videos of same.

**Staff are not permitted to take photographs or videos of pupils or school activities on their mobile phones.**

### **The School Website.**

The school's website address is [www.saran.ie](http://www.saran.ie) The school website operates under the authority of the Board of Management and is managed by the staff.

It provides information and access to school policies and procedures and is an important informative and communicative link for parents, pupils, staff, management and the local community.

Pupils will be given the opportunity to have photographs, projects, artwork, and other school work /activities relating to curricular and non- curricular areas published on the school website.

Consent for this is sought on enrolment .

Teachers will co-ordinate the publication and decide on the appropriateness of such work for their own class page.

Personal details relating to the pupils such as name, address, class or age will never appear on the school website except in certain circumstances e.g. to acknowledge a special or exceptional achievement and in these instances specific parental permission will be sought.

All images and pupils' work are copyright protected and are the sole property of Scoil Aodh Rua agus Nuala. Parents/Guardians are requested not to copy or post any photographs or videos of school events, eg nativity dramas, concerts, sport's day or any school related performances from our school website to any other website or social media platform.

Parents /Guardians are also asked not to 'tag' any photographs or content that would identify staff or pupils in the school.

Ms. Prendergast who has received training on the management of the school website uploads school documents, policies, newsletters etc. She will also regularly check the website to ensure that no content compromises the safety of the pupils or staff members.

### **Pupils' Use of the Internet.**

Pupils will be taught specific lessons on online safety – Webwise, Stay Safe Lessons, Internet Safety Day.

Pupils will use the internet in school to enhance learning and for educational purposes only.

Pupils will not knowingly attempt to visit websites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials.

In the event of a child accidentally accessing any of the above sites the pupil should immediately discreetly minimize the screen and inform the class teacher.

Pupils will not knowingly upload, download or otherwise transmit material/information that is copyright on school devices.

Pupils should never disclose or publicise, confidential or personal information or details such as personal telephone numbers, names, addresses or email addresses online.

Pupils 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.

Pupils should never use personal email addresses to send or receive emails on school devices. If the need arises for emails to be forwarded or received to enhance learning the teacher will use the school email address.

The school will take every reasonable precaution to provide online safety, but it cannot be held responsible if pupils intentionally or inadvertently access inappropriate websites or materials.

### **Internet Chat .**

Pupils are not permitted to use internet chat rooms

### **Sanctions for the misuse of Ict and Internet by Pupils.**

The deliberate misuse or unlawful use by pupils of the Internet or ICT equipment will result in disciplinary action as outlined in the school's Code of Behaviour, Anti Bullying and Cyber Bullying Policies. Sanctions may include written warnings, withdrawal of access or privileges and in extreme cases suspension or expulsion.

The school reserves the right to report any illegal or inappropriate activities to the appropriate authorities. However procedures are in place should a child accidentally access inappropriate websites or material .Our Internet access in school is limited by a strict filtering system yet no filtering system can be deemed completely fool proof

**Cyber Bullying.**      See Anti- Bullying Policy

### **Acceptable Use Policy for Parents / Guardians**

Parents/guardians should not use the internet or social media to harass, insult, abuse or defame any pupils, school staff or any member of the school community.

Parents/guardians or visitors to the school should not upload photographs images or videos featuring pupils or staff to any social media platform.

Parents/guardians should not share publish or distribute images of pupils or school staff without their expressed permission.

Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices including mobile phones and should monitor their child's behaviour outside of school.

The school authorities cannot be responsible for pupil on-line or any anti-social behaviour that arises outside of the school environment.

The school will however, co-operate in so far as possible, with parents/guardians in dealing with online incidents in so far as it impacts on the well-being of pupils and staff. These matters will be dealt with under the schools Code of Behaviour and Anti-Bullying Policy.

**Parents must not allow pupils to take mobile phones/ cameras or any other electronic devices to school**

## **Acceptable Use Policy for School Staff, Outside Agencies and Visitors to the school.**

### **Email and Messaging.**

Teaching staff members were provided with a school email address during COVID school closure. If staff wish to continue to use their school email address it must be used for professional use only .

### **Internet Access/ Web Browsing and Downloading**

School staff and visitors to the school must always supervise access to the internet by pupils and websites should be previewed before use in class lessons or for school projects .

Teachers must ensure that the school WiFi , Aladdin School Management System POD, or any administration passwords are not disclosed to pupils or shared with non- staff members.

Use of the internet by staff members , visitors to the school or outside agencies to access or download inappropriate or offensive material is strictly prohibited at all times.

Staff members who wish to access the internet for personal reasons must do so only out of pupil contact time .

It is not permissible for a staff member to alter the school broadband filtering level.

All students on placement or work experience must adhere to the school's Acceptable Use Policy.

### **Social Media.**

Staff and visitors to the school must not engage in any form of activity on social media which might bring the school into disrepute.

They must not use social media or the internet in any way to defame, harass abuse or insult any other school staff, pupils, or members of our school community.

They must not share, post, publish or distribute images of pupils ,of staff or of any members of the school community on any platform or social media site.

All school staff and authorised school visitors/agencies must adhere to Scoil Aodh Rua agus Nuala's school policy on the use of Mobile Phones and Electronic Devices during pupil contact time

### **Staff/Visitors Outside Agencies Internet Access.**

- Passwords for WIFI, network administration, ipads or Aladdin Management System should not be made available to pupils or non-staff members.
- Staff/School Visitors/Agencies are not allowed to alter the school broadband filtering level.
- Use of the internet by school staff or authorized school visitors/agencies to access or download inappropriate or offensive material is strictly prohibited at all times.
- Staff members may access the internet appropriately for personal purposes outside of pupil/teacher contact.

### **Links to other Policies.**

Child Safe Guarding Policy

Code of Behaviour Policy

Data Protection Policy

Anti- Bullying Policy& Cyber Bullying Policy

Mobile Phones and Electronic Devices Policy.

ICT and Legislation –the following legislation is relevant to Internet Safety.

Data Protection Act 1998.

Data Protection( Amendment) Act 2003.

Child Trafficking and Pornography Act 1998,

Interception Act 1993.

Video Recordings Act 1989.

Copyright and Related Rights Act 2000

Anti-Bullying Guidelines for Primary Schools 2013

EU General Data Protection Regulations 2018.

This policy was ratified by the Board of Management on 13.09.23

Signed : 

Date: 13/09/23

Chairperson BOM.

Date of next Review. \_\_\_\_\_



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**Pupil Internet AUP. Parental / Guardian Consent.**

|                     |             |
|---------------------|-------------|
| Name of pupil _____ | Class _____ |
| Name of pupil _____ | Class _____ |
| Name of pupil _____ | Class _____ |
| Name of pupil _____ | Class _____ |
| Name of pupil _____ | Class _____ |

I have read the schools' Acceptable Use Policy and as the parent /guardian of the above named pupil/pupils I give consent for my child /children to access the internet at school and accept the school's rules /regulations in relation to this access .

Signatures of Parents/Guardians : \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_