



Our Lady of Good Counsel BNS

Acceptable Computer and Internet Use Policy 2024

The aim of this Acceptable Computer and Internet 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.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege can be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. Our Lady of Good Counsel BNS also encourages its children to view internet and other computer use as both an additional learning tool and recreational activity where appropriate. This policy was updated in September 2022 to include procedures around the safe and acceptable use of digital technology for distance learning and the online platform. Seesaw which will be utilised for homework for children in Junior Infants to 2nd class.

It is envisaged that an IT sub-committee comprising of teaching staff will oversee the implementation and revision of the AUP at regular intervals. Parental input will be achieved through utilising the Policy Development Officers on the JPA. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

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

General

- Our Lady of Good Counsel BNS endeavours to block access to inappropriate websites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the Internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff present.
- Filtering software (PDST Department Firewall) virus protection software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. These will be configured to update automatically.
- Access to You Tube for educational purposes is allowed in the classroom.
- Access to computers will be via the computer room and will be closely monitored.
- Access to ipads will only take place in the classroom and will be closely monitored.

- In some instances, children with access to Assistive Technology and or use a laptop during Gaeilge time will be closely monitored by an SNA/teacher.
- Pupils will be given specific tasks to perform, using web-addresses pre-approved by teachers. Children will not be given opportunities for “Free Surfing” unless an adult is supervising.
- The school will regularly monitor pupils’ Internet usage.
- Students and teachers will be 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 keys or any personal storage devices in school require a teacher’s permission.

- Students 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.
- All computers are to be switched off in the evening
- Printing to photocopier/ printer in central location.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distribution or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Websites and their content will be previewed prior to being integrated into a lesson.

- Personal mobile devices will not be used in school to access the internet. The use of such devices is not permitted during school hours.

Email

- Students will use approved class email accounts under supervision or by permission from a teacher.
- Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.

- Students will never arrange a face-to face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Aladdin Connect

Aladdin Connect is the method of communication used in OLGC BNS. It is a software service for administrative purposes. It gives secure access to messages from the school and to details of your child's attendance, reports, test results via secure login from your internet browser or Aladdin Connect app. Booklists, Materials & School Supplies, Insurance and others are paid via this app. Parents/guardians are sent a registration link in August/September and communication takes place through the app. Aladdin Connect will be used for communication between teachers/home from September 2023.

Mobile Phones

- **Mobile Phones** The use of mobile phones by children is forbidden between 8.50 a.m. and 2.30 p.m. The school authorities will not accept responsibility for mobile phones which are lost, damaged or stolen.
- The use of mobiles by staff members is restricted to emergency calls only.
- Where a pupil brings a mobile phone to school, the phone must be kept out of sight, switched off during the school day and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities). The only exception to this is in an emergency or with the approval of a teacher. Pupils who ignore this policy and use a mobile on school premises without permission will be required to hand over their phone to a member of staff and parents will be asked to collect it from the school office.
- If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a teacher and parents will be asked to collect it from the school. Where there is a suspicion that the material on the mobile may provide evidence

relating to a criminal offence the phone will be handed over to the gardai for further investigation. Parents will be informed in such circumstances.

- The school will incorporate this policy in the school's discipline policy and will treat breaches as they would treat any other breach of school discipline.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for pupils/parents.
- The school accepts no responsibility for pupils who lose or have their mobile phones stolen while traveling to and from school.
- Pupils should mark their mobile phone clearly with their name.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to a member of staff.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phone and/or passwords should not be shared.
- Pupils using mobile phones to bully other pupils or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the gardaí.

Smart Watches

- Smart Watches must be on school mode during the school day and kept in the schoolbag.

- Watches will be taken if they are being utilised during school time (For example, taking photographs, sending messages) and parents will be requested to collect them from the office.

Internet Chat

- Access to social networks, e.g. Facebook, Twitter, and file sharing websites is not permitted in school. School firewalls will block access to such sites.
- Chat rooms, discussion forums and other electronic communications forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to face meetings with someone organised via Internet chat is strictly forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the School Website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages only with parental permission.
- Digital photography, audio or videos clips of individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Cyber Bullying

Cyber bullying includes (but is not limited to) communicating via electronic means with the objective of causing hurt, fear, embarrassment, humiliation, alarm and/or distress to one or more persons.

Unlike other forms of bullying a once-off posting can constitute bullying.

While this policy addresses issues related to cyber bullying of students (i.e. situations in which one or more students are the victim[s] of bullying), the policy also applies to teaching and other school staff.

Key Measures Regarding Cyber Bullying

- Advice will be communicated to help students protect themselves from being involved in bullying (as perpetrator or as victim) and to advise them on reporting any incidents.
- Students will be informed about cyber bullying in the course of their education at the school.
- Lessons from webwise will be taught to all pupils from 1st to 6th in Term 1. See Appendix 1.
- Students and staff are expected to comply with the school's policy on the use of computers in the School. (Acceptable Use Policy)
- Parents will be provided with information and advice on cyber bullying.
- Parents and students are advised that it is illegal for a child under 13 to register with and use many social media networks, including Facebook, Instagram, and SnapChat.

Please refer to the school's Anti-Bullying Policy for further information.

Legislation

The school AUP complies with the following legislation relating to the use of the Internet : EU General Data Protection Regulations 2018, Anti-Bullying D=Guidelines for Primary Schools 2013, Data Protection (Amendment) Act 2003, Child trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 1989, The Data Protection Act 1988.

These documents are available
from <http://www.ncte.ie/InternetSafety/Advice/Legislation>

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.

Sanctions

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

School Website

www.olgc.ie

The school will obtain parental permission for publishing pupil's work and/or photograph on the Web. This permission will remain valid for the duration of a pupil's enrolment in the school unless such permission is withdrawn in writing by a parent/guardian.

Only information that is relevant to the content of the Web Page will be published.

Personal Pupil Information including name, address, contact details will be omitted.

Teachers will be identified by their title and surname unless they request otherwise. SNA's will be identified by their first name only.

Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

The publication of student work will be co-ordinated by a teacher.

Photographs, audio or video clips will focus on group activities and not individuals. Video clips may be password protected.

School Instagram/Twitter

The school will obtain permission from all parents/guardians re permission for images posted on these platforms. Only the Principal and the IT Postholder will be able to access the school's pages and post on the accounts. Only information that is relevant to the content of the Web Page will be published. Personal Pupil Information including name, address, contact details will be omitted.

Teachers will be identified by their title and surname unless they request otherwise. SNA will be identified by their first name only.

School Newsletter(SWAY)

The school will obtain permission from all parents/guardians re permission for images posted on these platforms. Only the Principal and the IT Postholder will be able to access the school's pages and post on the newsletter.

Roles and Responsibilities

It is the overall responsibility of the entire school staff with the support of parents to ensure that these guidelines are implemented within the school environments

Implementation

This updated version of the AUP will be implemented in September 2024.

Review

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

Communication

When ratified by the Board of Management, this policy will be communicated to all Parents/Guardians who have pupils enrolled in Our Lady of Good Counsel BNS. Thereafter, it will be issued to parents of new entrants into all classes within the school.

Ratification

This policy was ratified by the Board of Management at its meeting.

Implementation: Immediate

Signed: _____

Date: 16th September 2024

Michael J. Hunt

Chairperson B.O.M.

Signed: _____

Date: 16th September 2024

Michelle Cotterell

Principal