

## Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed. The safety of the pupils, as well as our school, is of paramount importance.

It is envisaged that school the will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

### School's 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:

#### General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Virus protection software will be used and updated on a regular basis.
- Uploading and downloading of non-approved software will not be permitted.
- Pupils from 2nd to 6th classes, teachers and parents will be provided with talks/workshops in the area of Internet safety on a biennial basis.
- Internet safety will be discussed in every class and taught under the SPHE module 'Staying Safe on the Internet' and under the Stay Safe programme.
- Parents are encouraged to speak to their children about e-safety. Useful information for parents on the internet can be found at [www.webwise.ie](http://www.webwise.ie).
- Pupils in senior classes use personal USB sticks for their own project work. Each student is responsible for the content on their USB stick.
- Students will conduct their online behaviour and language as would be expected of them in school, in class and in the yard and will not undertake any actions that may bring the school into disrepute. Students should not engage in bullying or harassment using electronic means. (See Anti-bullying Policy).

#### World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students are granted access to YouTube as an educational resource to aid research for class projects or where there is an educational value to the video.
- In the event of accidentally accessing any inappropriate materials, the student will immediately turn off the monitor or iPad, and in accordance with school procedures, report the incident to the teacher.
- Students will use the Internet for educational purposes only.
- Students will not copy information into their work without acknowledging the source.

- Students will never disclose or publicise personal information either about themselves or any other students.
- Students will not examine, change or use another person's files, user names or passwords.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- Downloading of any materials (pictures, music, games, and any other materials not listed here) is not allowed unless under teacher supervision. Pictures/clip art, may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand.
- 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.
- Students should not log into any social media sites or any sites with a social networking function without permission from a teacher and under their direct supervision.

## **School Website**

- Students will be given the opportunity to publish projects, artwork or school work 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Photographs/Videos may be taken of pupils participating in school activities, on school trips, in school plays/concerts, during visits from dignitaries, for reward displays in classrooms, for religious displays (Communion, Confirmation) and/or any school or educational activity not currently listed here.
- 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 on the school website with parental permission.
- Personal student information including home address and contact details will be omitted from the school website.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

## **Email**

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, 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 refrain from sending on chain letters or forward messages without the permission of the sender.
- 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.

- During the Covid 19 closure, class teachers or learning support teachers can be contacted through the following email accounts;

juniorinfants@waterparkns.com

seniorinfants@waterparkns.com

firstclass@waterparkns.com

secondclass@waterparkns.com

thirdclass@waterparkns.com

fourthclass@waterparkns.com

fifthclass@waterparkns.com

sixthclass@waterparkns.com

learningsupport@waterparkns.com

- Correspondence will take place through a parent's email account only. Pupils should not use their own email account to contact a teacher.
- Staff will not use their personal email account for corresponding with pupils and parents.
- Staff are provided with an email address for school communications upon commencement of working in the school. Staff are advised that this email address is for school related, professional communications only and that upon completion of working with the school, the email address and content associated with the address remain the property of the school. All communications should be respectful of the fact that they are representing the school.

## **Digital Technology Resources**

### **iPads**

- iPad sessions will always be supervised by a teacher and used only in educational contexts.
- The camera and video functions are enabled on all of the iPads. This function is used only when expressly sanctioned by a teacher to take photographs and/or audio clips.
- iPads are configured and managed centrally. They have restrictions set to prevent students from installing apps or changing settings.

### **Personal Device**

- All personal devices outside of the school's own approved devices that have the capability of taking photographs or recording video or audio, such as iPads, iPods, tablets, MP3 players, DS or PSP consoles, and any other items not listed here but with these capabilities, are forbidden within the school grounds or on school tours. Pupils are not permitted to have any social media devices in school, or on school tours.
- In accordance with the school's Code of Behaviour, students in the senior classes will only be permitted have a mobile phone if a parent specifically writes a written request for this.

- Mobile phones must be switched off upon reaching the school grounds and remain switched off at all times during the school day, including break times.
- Any pupil found to be in possession of any of the items not permitted mentioned above (and any not listed but with the capabilities mentioned above) will have the item confiscated immediately and it can only be returned by having a parent visit the School Principal to request its' return.

### **Online Teaching Platform**

- Teachers may use online teaching platforms (Seesaw) primarily as a place for students to share their school work and homework, encourage individual reflection and provide feedback.
- Seesaw can store student work in an e-portfolio.
- It can be used on a computer (PC), tablet or smart device. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.
- Students can share their work using photos, videos, drawings, text, PDFs, and links.
- Students retain the copyright on material submitted to teachers in the digital portfolio.
- Access to online teaching platforms require parental consent.
- Student accounts are protected by a password known by the individual child, parent and teacher.
- Submissions of work by students is at the request of teachers.
- Teachers have control over what is submitted to portfolios, what is sent back to be worked on again and what needs to be deleted.

### **Aladdin Schools**

- 'Aladdin Schools' is a management information system used for administration purposes. All data stored on Aladdin for school purposes is secured with passwords only known to the school's administrators. Teachers have access to data relevant to their class only.
- Aladdin data is stored and processed in compliance with Irish and European data protection laws.

### **E-payments System**

- Easy Payments Plus facilitates e-Payments during the year. This is done through a secure login for parents by computer, laptop or smart phone.

### **Internet Chat**

- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication 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 will be forbidden.
- 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 Webwise which offers detailed advice and guidelines re: internet safety.

## **Work PhoneCalls**

During Covid 19, staff may need to contact parents of students. Staff are requested to block their mobile numbers or to use the school mobile phone.

## **Parents, Guardians, Visitors and Others**

Adults 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.

Newspapers and media organisations are permitted to take photographs, audio and video of pupils for their respective organisations. In accordance with our GDPR policy, express permission will be sought for photographs where children are not in a big group. However, if there are children opted out from appearing in the media they cannot be recorded.

## **Legislation**

Parents should familiarize themselves with the following legislation:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Sanctions**

Misuse of the Internet may result in disciplinary action, as per our Code of Behaviour, 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 was reviewed by staff and ratified by the Board of Management on February 10<sup>th</sup> 2021.

Signed: Fr Thomas Rodgers P.P.

Signed: Mrs. Orla Collins

Acting Chairperson of Board of Management

Secretary to the Board of Management

Date: 10/02/2021

Date: 10/02/2021

**Permission Form**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

**School Name:** Waterpark National School

**Name of Student:** .....

**Student**

I agree to follow the school's Acceptable Use Policy 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.

**Student's Signature:**..... (1<sup>st</sup> – 6<sup>th</sup> only)

**Date:** .....

**Parent/Guardian**

**1. Use of Internet**

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**. 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: Yes / No **(Please circle as appropriate)**.

**2. School Work on Internet (separate consent for photos)**

In relation to the school website, I accept that, if the school considers it appropriate, my child's **schoolwork** may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

- I accept the above paragraph: Yes / No **(Please circle as appropriate)**

**Parent's Signature:** .....

**Date:** .....

## USE OF PHOTOGRAPHIC IMAGES CONSENT FORM

Dear Parents/Guardians,

Using images of pupils helps our school to celebrate their achievements. Children's images add colour and interest to photographs of school activities and initiatives. However, photographs must be used in a responsible way and in line with GDPR Regulations. Photographs will be used explicitly for the purpose for which permission was sought as per GDPR regulations.

Photographing of pupil's is regular practice as we record their progress to include in their record of achievement. We use these images as part of our school displays/activities, on our school website [www.waterparkns.com](http://www.waterparkns.com) and sometimes in other printed publications such as First Holy Communion booklets.

On some occasions, (e.g. a child winning a competition or a team playing in a tournament, or a photograph of Junior Infants etc.) the local/national newspaper may wish to publish a photograph with the accompanying children's names. Should children's names appear it will be their first name only. Individual parental permission will be sought on each occasion to use a child's full name and photograph.

From time to time, our school may be visited by legitimate agencies (e.g. Green Schools, Calmast, Waterford Sports Partnership etc.) who may wish to take photographs of a high profile event. Children may appear in these images, which will sometimes be published on their websites or their approved media publications, either online or printed. Should children's names appear it will be their first name only. Individual parental permission will be sought on each occasion to use a child's full name and photograph.

Please complete and return the permission slip to let us know your wishes.

### PHOTOGRAPH PERMISSION SLIP (Please tick as appropriate)

#### USE OF PHOTOGRAPHS AT WATERPARK NATIONAL SCHOOL

I give permission to Waterpark National School to take and use photographs of my child for the following purposes:

1. On the school website [www.waterparkns.com](http://www.waterparkns.com)
2. For displays/ activities within the school
3. For printed material which may be sent home. E.g. Graduation booklet, First Holy Communion booklet.

I understand that my child's name will not appear with their photograph on the school website.

Please tick: YES  or No

#### USE OF PHOTOGRAPHS FOR EXTERNAL NEWSPAPERS

I give permission for my child to appear in photographs taken to publicise the school by local press.

I understand that should children's names appear it will be their first name only. Individual parental permission will be sought on each occasion to use a child's full name and photograph.

Please tick: YES  or No

USE OF PHOTOGRAPHS FOR EXTERNAL AGENCIES

I give permission for my child to appear in photographs taken to publicise the school by legitimate agencies such as Green Schools, Calmast, Waterford Sports Partnership etc.

I understand that should children's names appear it will be their first name only. Individual parental permission will be sought on each occasion to use a child's full name and photograph.

Please tick:            YES                             or                            No

Name of Child: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

This form is valid from the date of signing. Permissions may be updated at any stage by contacting the school