

**St. Vincent de Paul Infant School,
Griffith Ave,
Dublin 9.
Roll No: 16754 R
Phone 8334538
Principal: Mrs Leanne Drought**

Acceptable Use Policy

The aim of this Acceptable 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 and will be protected from harmful and illegal use of the Internet.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the Board of Management and teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

School's Strategy

St. Vincent de Paul Infant School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. Staff will display and follow guidance in the Appendix 1 document.

Strategies are as follows:

Internet

- Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher or an SNA
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' internet usage
- Pupils will seek permission before entering any Internet site, unless previously

approved by a teacher

- Pupils and teachers will receive training in the area of internet safety
- Pupils will be taught to evaluate the content of internet sites
- As far as possible/practicable, teachers will have visited the site beforehand and will have checked all links to ensure it is age appropriate
- While researching items online to show the pupils teachers use the 'Freeze' button on the projector's remote control until sure the content that will be projected onto the screen is appropriate.
- Pupils will never disclose or publicise personal information.
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis • 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
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher

Internet Chat

- Students are not permitted to use internet chat rooms.

School Website

- The school website will be an information site for interested parties. It will generally contain enrolment information, school calendar, class news, school notices etc. • Designated teachers will manage the publication of material on the school website. All teachers have access to the news section for the purpose of uploading their class updates.
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- Digital photographs, video clips and audio clips will focus on groups and group activities. Individual photos may be posted where appropriate.
- Personal pupil information including surnames, home address and contact details will not be published on school web pages.

- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Pupils will continue to own the copyright on any work published.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will sent through the school email address

iPads

- iPads are only to be used for educational use and as directed by the classroom teacher.
- The school reserves the right to decide on the appropriateness of available Apps.

The 5 Rules which the children will agree to when using iPads:

1. We hold the iPad with two clean hands
2. We share with others and take turns
3. We don't drink while using the iPads
4. We stay on the App the teacher assigned us
5. We do not change or delete anyone else's work.

Other Devices

- Apple air tag devices and similar tracking devices while allowed, are to be securely attached to bags.
- Watches with camera devices are not permitted.

Sanctions

- If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Filters & Firewalls

- “Windows” operating system has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. St Vincent de Paul Infant School has installed firewall software.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
 - Parents/guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.
- If teachers are using Zoom, parents can consent by submitting their own email address for their child to access lessons on Zoom, due the young age of our school pupils.
- Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.

Education

St. Vincent de Paul Infant School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st 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

- NCTE Internet Safety Awareness Video · Use of the ‘Kids’ section on www.webwise.ie
- SAFT Internet Safety Awareness Education Programme and exemplars · Internet Safety lesson stimulants on www.twinkl.com
- Stay Safe- First Class Programme- Topic 5 Strangers. This topic briefly addresses

Strangers in an online context

Legislation

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

- Data Protection Act 2018
<https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
<http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

Ratified by the Board of Management

Stuart Thompson

Chairperson, Board of Management

APPENDIX 1

Reminder of Acceptable Use Policy Guidelines for Using the Internet Please display in your classroom

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Additional Notes

- Each child will be assigned a numbered Ipad
- Ipads are never to be used in “private mode”
- Use of QR codes may be useful in guiding children to the correct site-use QR Code extension on your laptop <https://chromewebstore.google.com/detail/qr-code-generator/afpbjjgbdimpioenaedcjgkaigggcdpp?pli=1>
- Pupils are only to use school devices- they are not to use staff devices (personal mobile phone or laptop)