

ICT Acceptable Usage Policy 2023-24

St. Lorcan’s Boys National School

Roll No. 18323A

# Introduction:

The aim of this ICT 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.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This policy was presented and ratified by the Board of Management of St. Lorcan’s B.N.S. on the **25th May 2021.**

Date:

Chairperson of Board of Management

# Pupil Access to the Internet:

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games and lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases and bulletin boards throughout the world.

The staff will provide guidance and instructions to pupils in the appropriate use of such resources, as outlined in this policy.

Pupils in Junior Infants – First Class will access ICT resources via the Interactive Whiteboard in their classroom under the supervision of the class teacher.

Pupils from Second Class – Sixth Class will have the opportunity to access computers in the computer room for one class a week for which a timetable will be drawn up.

The following measures will be in place when students are accessing the internet:

* Pupils will not be given access to the Internet without teacher supervision
* Internet usage will be educational purposes only
* Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
* Filtering software will be used to minimise the risk of exposure to inappropriate material.
* Pupils will receive training in the area of internet safety.
* Pupils are **not** permitted to use Social Media on school devices.

# Mobile Phones & Smart Devices

* The use of mobile phones, smart watches and all electrical devices are not permitted to be used by pupils during the school day and therefore should not be brought to school. These devices can be distracting to the pupil’s learning.
* In exceptional circumstances, should a pupil have to bring a mobile phone to school, it must be kept in their school bag at all times and switched off.
* Parents/Guardians must fill in a letter of permission at the start of the school year asking for permission for the pupil to bring a mobile phone to school and stating the purpose.
* If a pupil is found using a mobile phone while on the school grounds, the phone will be confiscated and kept in the school office until it is collected by a parent/guardian of the pupil. Other sanctions for misuse will be placed by the Principal.

# School Website – [www.stlorcans.com](http://www.stlorcans.com/)

Pupils may create projects, artwork, writing or audio-visual recordings which may be suitable for publication on the school’s website. Individual class teachers will be responsible for publication of materials on their Class Page and the following guidelines will be adhered to:

* Personal Pupil information, home addresses and contact details will not be published on the school website.
* Class lists will not be published.
* Pupil’s full names will not be published beside their photograph.
* Photographs and video clips will focus on groups and group activities rather than individual pupils where possible.
* Pupils will be given an opportunity to publish projects, art work or school work on the school website.
* Teachers will select work to be published and decide on the appropriateness of such.
* Permission to publish pupils’ work will be sought from pupils/parents/guardians. Permission may be withdrawn at any time.
* Permission for photographs of the child to be published on the school website will be sought at the beginning of every school year.
* Pupils will continue to own the copyright on any work published.

# Education and Internet Awareness

The delivery of internet safety lessons as part of the SPHE curriculum. These lessons are delivered throughout the school year as part of the SPHE curriculum, including ‘Stay Safe’ lessons. The following websites may also be used by teachers to educate pupils in the area of Internet Safety.

* [www.esafety.ie](http://www.esafety.ie/)
* [www.webwise.ie](http://www.webwise.ie/)
* [www.ncte.ie](http://www.ncte.ie/)
* [www.saferinternetday.ie](http://www.saferinternetday.ie/)

# ICT Acceptable Use Policy and the Parent’s Association

* The Parents’ Association will not advertise inappropriate products or services on their Facebook page.
* The Parents’ Association will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
* The Parents’ Association must not post or tag images of pupils or staff members on social media platforms.
* The Parents’ Association must not accept pupils as users or links on Facebook pages or other social media platforms.
* The Parents’ Association social media platforms must not be used as a discussion forum about pupils, staff or school policies etc.
* Social media platforms used by the Parents’ Association must be honourable, fair and reasonable in their presentation of information to parents.

# ICT Acceptable Use Policy and Parents / Guardians and the School Community

* The welfare of the pupil – their emotional and mental wellbeing - should inform and guide the parent / guardian in how s/he/they allow their child to access online content.
* It is the responsibility of parents / guardians to control the type and nature of personal devices that their child may access.
* The publication of videos, images, audio or other media taken by visitors to the school is prohibited on all social media platforms and digital sharing services.
* Parents/Guardians are not permitted to use, share, publish or distribute images of any member of the school community without their permission.
* Parents/Guardians who use social media or the internet must not harass, insult, abuse or defame pupils, their family members, staff or other members of the school community.
* Parents can also communicate with the Class Teacher via Aladdin eg. where they can let the teacher know absent reasons etc. Parents can only access their own child’s information on Aladdin and only communicate with class teacher and the secretary.

# ICT Acceptable Use Policy and teachers, staff and visiting agencies

* Staff members will access and use ICT resources including the internet paying close attention to the principles for good practice and professional standards outlined by the Teaching Council (Code of Professional Conduct for Teachers, 2016)
* Staff will seek permission before publishing images / videos of students on school websites / blogs / digital sharing platforms.
* Visiting agencies such as occupational therapists, speech and language therapists and all other educational and support staff who visit the school may not make recordings of students or staff without the full permission of the school and parents / guardians.
* Staff members who use social media or the internet must not harass, insult, abuse or defame pupils, their family members, staff or other members of the school community.
* Staff members are not permitted to use, share, publish or distribute images of any member of the school community without their permission.
* Staff members using the internet and ICT resources with their class as part of teaching and learning are required to supervise and monitor the behaviour of all students. Online material must be previewed and approved for appropriateness before it is shared with students.
* Teaching practice students, transition year students or adults or students on a work experience/ placement may only access ICT facilities with the permission of their mentor or supervising class teacher.
* All teaching practice and placement students must adhere to the ICTAUP and acceptance of a teaching placement for any duration demands that the student adheres to all aspects of the ICTAUP both in school and in the preparation of material outside of school.
* Staff members and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about students, staff and other members of the school community on any form of social media sites or instant messaging services.
* All staff members should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis.
* Staff members will never seek to connect with any student online using social media or instant messaging services.
* Teachers may not use mobile telephones during contact time with students except in exceptional circumstances. Teachers may require the use of personal mobile telephones as part of organisational matters such as coordinating school outings, sporting events or liaising with educational support services but this will be reserved for non-contact time with students. This may also involve accessing online services to complete attendance registers. This professional use of mobile telephones demands that the teacher acts fairly and in the best interests of the students and wider school community and is permissible in exceptional circumstances only. All other use of mobile telephones will be restricted to non-contact time.

# Assistive Technology

Pupils who have been assigned devices in line with the Assistive Technology grant must keep all devices on school grounds and the devices must be used in line with conditions as was applied for.

# Sanctions:

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate or unsuitable websites or social media, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will be notified of misuse by a pupil.

# Permission

Parents will be given a Permission form to allow photographs and work of the pupil on the school website on a yearly basis.

**Remote Teaching and Learning:**

**General Guidelines**

* Teachers will communicate with pupils and families during the hours of 8.50am – 2:30pm where possible.
* Teachers will have high expectations regarding pupil behaviour, with any communication which takes place online.
* Class Teachers will assign one piece of homework a week using either See Saw or Google Classroom to all the students to become familiar with the platform.
* Teachers will report any concerns regarding online behaviour or interactions to school management.

# See Saw & Google Classroom:

* Teachers can communicate with pupils and their families in Junior Infants and Senior Infants via See Saw app. Staff members can communicate with pupils in 1st Class – 6th Class via Google Classroom.
* Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
* Work will be uploaded daily for all students.
* Log in details and passwords will be given to the children to log in to either See Saw or Google Classroom.
* The principal, relevant Class Teacher and Special Education Teacher for the class will have access to the virtual classroom on either See Saw or Google Classroom
* All work submitted must be suitable and overseen by the parents before submitted to the teacher.
* Teachers may use a range of written, audio and video recordings for the purpose of their teaching.
* Children with Special Educational Needs will be guided through the work allocated for them by the Class Teacher or their Special Education Teacher.

# Chromebooks:

* At St. Lorcan’s, we believe in providing access to educational technology, tools and resources.
* Students will develop 21st century skills through the use of Chromebooks, a content focused curriculum and collaborative technology tools.
* We have made a huge investment in infrastructure (WiFi, Chromebooks, etc.) and services to ensure the best education possible for our pupils.
* Pupils have access to 42 Chromebooks and the school employs a number of strategies in order to maximise learning opportunities and reduce the risks associated with the Internet.
* When using the internet pupils, parents, staff and volunteers/visitors are expected to treat all equipment with respect at all times.
* Students are only permitted to use Chromebooks during class time and under the direct supervision of their teacher.

# Email

* Teachers may use their staff email to communicate with parents during Online Learning. This may also be used as a means of communication on return to the classroom.
* Some staff may choose to do weekly check-ins via Zoom during Online Learning. No photo/videos may be taken during Zoom Calls. Parents and children will be provided with a password to access the Zoom Call. Parents are required to stay in the same room as the child when taking part in a Zoom Check-in.

# Mobile Phones

* Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

# Zoom

* Some staff may choose to do weekly check-ins via Zoom during Online Learning. The main purpose of these calls is social connection between staff and pupils.
* No photo/videos may be taken during Zoom Calls.
* Parents and children will be provided with a password to access the Zoom Call.
* Pupils must have cameras switched on for the duration of the call.
* Parents are required to stay in the same room as the child when taking part in a Zoom Check-in.
* Each pupil may log into zoom on only one device.
* The St Lorcan’s Code of Positive Behaviour must be adhered to for the duration of the call and any inappropriate behaviour must be reported to management.
* Children with Special Educational Needs may be provided with one to one zoom or telephone calls by their Special Education Teacher or Special Needs Assistant.

# Loan of School Devices

If a student does not have the appropriate equipment for Online Learning, the parent may contact the school and they may be provided with a device on loan if available. Any devices eg. laptops that are provided on loan from the school during school closures must be returned on the re- opening of the school and remain the property of the school. A ‘Loan of Computer devices from St Lorcan’s BNS form’ must be completed on distribution of the device.

# ICT Acceptable Use Policy Permission Form

Please review the attached school ICT Acceptable Use Policy, sign and return this permission form to the class teacher.

St Lorcan’s B.N.S

Name of Student: Class:

Teacher:

# Student

I agree to follow the Acceptable Use Policy on the use of the school’s ICT and internet resources. I will use the internet in a responsible way and obey all the rules explained to me by the school.

Student’s Signature: Date:

# Parent/Guardian

* As the parent or legal guardian of the above pupil, I have read and accept the terms and conditions of the ICT Acceptable Use Policy. I / We grant permission for my son or the child in my care to access the school’s technology and internet resources. 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 pupils access unsuitable material.

I accept the above paragraph □ I do not accept the above paragraph □ (Please tick as appropriate)

* 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 website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students’ work on the school website. I accept the above paragraph □ I do not accept the above paragraph □

Signature: Date:



**Loaning of Computer Devices from St. Lorcan’s B.N.S.**

**Parent/Guardian Consent Form**

Pupil’s Name: Class: Teacher:

As the parent of legal guardian of the above-named pupil, I grant permission for my child to use the device loaned from St. Lorcan’s B.N.S.

I understand that this device is to be used for educational purposes only and that it will be returned to the school once it is no longer needed in the home. 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 inappropriate websites in the home.

Signature of Parent/Guardian:

Date:

# crestcolour.jpg

# Re: Mobile Phone Policy

Dear Parent/Guardian,

In line with St Lorcan’s Internet Acceptable Use Policy, the use of Mobile Phones by students in school and on the school grounds is strictly forbidden.

In exceptional circumstances, should you wish your son to bring his mobile phone to school during the school year, please fill out the following permission slip stating the reason for the mobile phone at school.

Please note any students granted permission to bring their mobile phone to school must keep switched off when on school grounds and kept it in their school bag.

**St Lorcan’s BNS does not accept any responsibility for damage or loss to a mobile phone brought to school by a student.**

Please fill in the permission slip below and return it to your child’s teacher. Permission will/will not be granted by email in the coming week.

Yours Sincerely,

Students Name:

Class: \_\_\_\_\_\_ Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request permission for my son to bring his mobile phone to school for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 . He will keep it turned off and in his school bag for the duration of the school day.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)

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