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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

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.
⇒ The wi-fi in the school is password protected and will only be available to students on recognised school devices.
⇒ Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
⇒ The school will regularly monitor students' 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 connection of any external/internal hardware or software to the school's system without the explicit permission of the school in keeping with school protocols and policies is prohibited.
⇒ Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
⇒ Where students access the internet outside of school, parents/guardians have a responsibility to supervise that use. However, in accordance with the school Anti Bullying Policy, Code of Discipline, and Child Protection Policy, where a student or staff member of the school is exposed to inappropriate material, or inappropriate and unsolicited contact either deliberately or otherwise then the school may intervene.
⇒ School email addresses and/or @acetns.ie accounts may only be used for approved educational or school related purposes only - as approved by the School.
It is not permitted to use the school name or any variations of the school name when setting up groups or pages on social media, messaging, or other forums without the written permission of the Board of Management.

World Wide Web in School
⇒ Students will use the Internet for educational purposes only
⇒ Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

⇒ Students will report accidental accessing of inappropriate materials *"in accordance with school procedures. Students will be made aware of these procedures* to the nearest available staff member immediately. The staff member will take control of the device and report it to the Principal.

⇒ Students will never disclose or publicise their own personal information or that of other students.

⇒ Downloading by students of materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.

⇒ Use of the schools wi-fi and internet connection including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

⇒ Students will not upload to the internet anything that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. This includes any disparaging statement made by one person about another, which is communicated or published, whether true or not.

Social Media

Certain Social Media platforms may be used by the school to communicate with parents and celebrate school achievements, i.e. Facebook, Wordpress, Twitter. These services, although not owned by ACETNS, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.Social Media is open to potential dangers when used inappropriately so the following rules apply to the school and parents:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
- All school interactions on these websites will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint.
- Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- Please ensure that online messages and comments to the school are respectful.
- Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal.
- Please do not add advertisements to our wall without prior permission of the Principal.

Email or other Electronic Messaging
⇒ Students will use approved class Google Apps email accounts under supervision by or permission from a teacher. When accessing their account from outside school, parents/guardians should supervise its use.
⇒ 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 home addresses or personal telephone numbers or pictures. Students who are asked for this information should immediately seek the advice of the supervising teacher before responding.
⇒ Students will never arrange a face-to-face meeting with someone they only know through email, the internet, or social media.
⇒ Students will note that sending and receiving email attachments is subject to permission from their teacher.
⇒ The Code of Discipline, Anti Bullying policy and Child Protection Policy will apply where children are put at risk through a student's internet behaviour outside of the school.

Internet Chat
⇒ Students will only have access to chat rooms, discussion fora, messaging or other electronic communication fora that have been approved by the school.
⇒ Chat rooms, discussion forum and other electronic communication forum will only be used for educational purposes and will always be supervised.
⇒ Where possible, approved usernames will be used to avoid disclosure of identity. Student email addresses will be set to avoid disclosing full names.
⇒ Face-to-face meetings with someone organised via Internet chat will be forbidden.
⇒ The Board of Management, with the cooperation of the Staff, the Parents' Association, and the Student Council will regulate and administer any pre-approved class or school related Chat Group (or similar).
⇒ The introduction of anyone from outside the designated group without the prior approval of either or all members of the group; the recognised administrators of the group; or, the Board of Management will be dealt with under the Code of Discipline and all other relevant policies.

School Website[1]
⇒ 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.
⇒ Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

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[1] Throughout this document, the definition of "School Website" is taken to include public social media channels operated by the School, e.g. YouTube or Facebook Pages, but not membership based social media channels, e.g. WhatsApp or Facebook Groups.

⇒ The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
⇒ Content focusing on individual students will not be published on the school website without parental permission. Video clips and galleries may be password protected.
⇒ Personal student information including home address and contact details will be omitted from school web pages.
⇒ The school website will avoid publishing the full name of individuals in a photograph.
⇒ The school will ensure that the image files are appropriately named – 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.

Personal Devices
⇒ Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy.

The use of digital devices in the classroom or in the circulation spaces on the school campus will be strictly regulated under the Code of Discipline, AUP policy and Anti Bullying policy.
⇒ Students are prohibited from viewing or allowing others to view on a digital device any material deemed offensive, obscene, defamatory or inappropriate by the school management.
⇒ The playing of games is prohibited unless there is an agreed educational purpose.
⇒ The use of non educational apps is prohibited unless there is an agreed educational purpose.
⇒ The taking of photographs and/or audio/video recording using a digital device is strictly prohibited except in cases where it is intended to display student work/achievements/activities. This is regulated by a separate Policy..

Headphones should not be connected to any of these digital devices unless with the permission of a teacher.
⇒ Adamstown Castle ETNS will take no responsibility for damage or loss to a personal digital device taken onto the campus by a member of the school body.
⇒ The existing policy on mobile phones still applies.

Legislation
The following legislation relates to use of the Internet which teachers, students and parents should familiarise themselves with:
• Data Protection (Amendment) Act 2003
• Child Trafficking and Pornography Act 1998
• Interception Act 1993
• Video Recordings Act 1989
• The Data Protection Act 1988

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.

The school will teach the Stay Safe Programme bi annually which teaches students about safe internet browsing and cyber bullying.

Webwise has a number of lessons available which teach about the importance of internet safety for children.

Please refer to:
  ⇒ Child Protection Policy
  ⇒ Anti-Bullying Policy

Sanctions
Misuse of the Internet may result in disciplinary action, 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.

Review Date: September 2024

This Policy was adopted by the Board of Management of Adamstown Castle Educate Together National School on 08 June 2021.

Signed: _____   Secretary to the Board

Signed: _____   Chairperson of the Board