

Raheen N.S.

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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. Internet use and access is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

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

This version of the AUP was created on: 06/03/2018 by the Raheen N.S. E-learning Team (in conjunction with the teaching staff)

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:

- A teacher will always supervise internet sessions.
- 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 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 sticks or CD-ROMs in school requires 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.

Internet Usage

- 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 may be monitored for unusual activity, security and/or network management reasons.

IPads

- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.

- Audio or video recorded at school may not be transmitted, broadcasted or transferred without the teacher's permission.
- The camera and microphone functions may only be used under the teacher's direction.
- Identity theft (i.e. pretending to be someone else) is in direct breach of the school's Acceptable Use Policy.
- iPads must be handled with care at all times.
- Any damage to the device must be reported to the teacher immediately.

Dropbox and Email

- Students will use approved class Dropbox accounts under supervision by or with permission/instruction from a teacher.
- Students will not send, receive, upload or download 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 never arrange face-to-face meeting with someone.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work online, through the school website, private Facebook or classroom sites such as See-Saw.
- The publication of student work will be co-ordinated by a teacher.
- Digital photographs, audio or video clips of individual and grouped students can be published on the school website once signed permission has been sought and received from the child's parent(s) on the child's enrolment to Raheen N.S.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the internet, network resources and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online, also exists unverified, incorrect, or inappropriate content.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

Cyber-Bullying

Harassing, flaming, denigration, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Raheen N.S.

Therefore:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting or intimidating someone else.
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
- Children should be aware that in some cases, cyber-bullying is a crime.
- Students must remember that activities are monitored.
- The school will support students, teachers and parents in dealing with cyberbullying.

Raheen N.S. is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

Legislation

The school will provide information on the following legislation relating to use of the internet, which teachers, students and parents should familiarise themselves, with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and pornography Bill 1997
- 1993 Interception Act
- Video Recording 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.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and disciplinary meetings with parents. The school also reserves the right to report any illegal activities to the appropriate authorities.

School Action Plan

It is the policy of the B.O.M. of Raheen N.S. that all the pupils will have the opportunity to have access to a computer and/or iPad in the school as much as possible. It would be envisaged that pupils, including pupils with special needs would over the course of primary education, achieve in ICT:

- a) Basic skills, enabling them to use a computer and/or iPad
- b) Be able to use and benefit from educational software and websites
- c) Use computers and/or iPads to complete class projects and homework assignments
- d) Use the internet

*In the area of the internet, the pupils will only be allowed access to the internet when supervised by a teacher or Special Needs Assistant

Please refer to the E-Learning plan for detailed targets, time frames and roles of responsibility in regards to School Action Plan.

Raheen N.S.

Policy on the use of the School Facebook Page

Rationale:

Maintaining an online presence is vital for schools, not only in terms of keeping the school community up to date with what is happening in the school, but also in terms of attracting potential enrolment. Having a school website is an essential part of this, but web users must specifically visit the school website regularly to receive the information. By having a Facebook page, the school is feeding school information, news and notices directly into the personal news feeds of parents and the wider school community.

Aims:

The purpose of having a school Facebook page is:

- To continue to advance our school communication system with information shared via Facebook, along with the existing methods of paper notes, text messages, email, and the school website.
- To publicise school events and increase awareness about school fundraising.
- To announce any updated information that appears on our website via Facebook.
- To highlight positive school achievements in a forum where they can be shared by the school community.
- To make school announcements (e.g. school closure due to snow)
- To have a Facebook feed embedded on the homepage of the school website.
- To engage the community that Raheen N.S. serves and act as a key component of our school's online presence.
- To facilitate communication opportunities between parents.

Terms of Use of Raheen N.S's Facebook page in order to safeguard all Raheen N.S's students:

- **Users are not allowed to share photos posted in the closed school group on their own Facebook page or with their Facebook friends.**
- **Users are not allowed to screenshot or download images posted on Raheen N.S's Facebook page under any circumstances.**
- Users cannot advertise products or services on our school Facebook page.
- Users should not post anything on the page that could be deemed as offensive. Inappropriate or harmful comments/content will be removed immediately.
- Users should not engage in giving negative feedback on Facebook, it is more appropriate to deal with the school directly on such matters.
- Users will not mention individual staff members in a negative light on school Facebook page.
- Users should not ask to become "friends" with staff as failure to respond may cause offence.
- Users cannot tag or post photographs of children on the page.
- Users should not add comments that can identify children.

The sanction for any user breaking any of the above rules is an automatic ban.

Points to Note:

- Facebook lists a minimum age requirement of 13 years, and all parents are reminded that children under the age of 13 should not be on Facebook.

This policy was drawn up in March 2018.

This policy will be reviewed in _____

This policy was ratified by the B.O.M on Thursday 15th March 2018.

Signed _____ (Chairperson) Date: _____

Signed _____ (Principal) Date: _____



Internet Acceptable Use Policy

Facebook Permission form:

As a parent/guardian of a student at Raheen N.S, I have read and understood the Acceptable Use Policy (AUP) for the use of the school Facebook group in Raheen N.S, and by signing it, I agree to abide by the policy as stated and to accept any sanctions, which may be imposed due to misuse of the Facebook page and non-adherence to the AUP (available to view/download on the school website).

I _____ (parents/guardian's name) accept the terms of usage of Raheen N.S's private Facebook page in order to become a member of this group.

Name: _____

Signature: _____

Date: _____