Digital Technologies Acceptable Usage Policy (AUP)
January 2021

Introductory Statement

This policy updates the previous AUP policy to reflect the current situation which involves Distance Learning. It was drafted by the Digital Learning Framework Team (DLF) in consultation with school staff, a representative group of parents and pupils and input from the BOM. The provision of Digital Technologies resources and access to the Internet supports teaching, learning and assessment in St. Mary's JNS, with rights and responsibilities for all users. The aim of the policy is to give guidance and direction for the acceptable use of Digital Technology for teaching and learning and communication as appropriate for all members of the school community. It is envisaged that the DLF committee together with pupils, parents, staff and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising. The aim of this Acceptable Use Policy (AUP) is to ensure that pupils benefit from learning opportunities offered by the school's ICT resources including the Internet, in a safe and effective manner. Internet use and access is considered a school resource and privilege.

When using Digital Technology in St. Marys J.N.S. all members of the school community are expected;

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat other users with respect at all times.
- To respect the right to privacy of all members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviour or misuse digital technology resources in a manner that would bring the school into disrepute.
- Not to use email, social networking, instant messaging, or other communication apps or tools, for purposes other than those explicitly authorised.

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:

- Filtering software is used in order to minimise the risk of exposure to inappropriate material as per the Professional Development Service for Teachers (PDST) guidelines. (Level 5-Content Filtering-Schools Broadband Services).
- YouTube and other specific sites have been disabled on iPads through Jamf School (iPad management system).
- Virus protection software is used and updated on a regular basis. Uploading and downloading of non-approved software is not permitted.

- Teachers are provided with training in the area of Internet safety, online communication and digital technologies.
- Pupils are educated in the area of Internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe lessons and Webwise lessons.
- Internet sessions are always supervised by a teacher or SNA.
- Safer Internet Day is acknowledged throughout the school each year.
- Parents must sign a contract agreeing to the terms and conditions of the school's AUP in order to be allowed access to digital devices in school.

Searching online
- Students use the Internet for educational purposes only as directed by their teacher.
- Students do not disclose or publicise personal information.
- Downloading, accessing or searching for materials or images not relevant to their studies is not permitted.
- Children are only permitted to access sites authorised by the supervising teacher.
- Students are not permitted to intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise inappropriate materials.
- Students are expected to report accidental access to inappropriate materials immediately to the class teacher or teacher working with the class.

School Website – please be aware of copyright
- Pupils may be afforded the opportunity to publish projects, artwork or school work on the World Wide Web via the school's website.
- The publication of student work is coordinated by a teacher and approved by Principal/Deputy Principal.
- The school uses 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.
- The school website will not publish the names of individuals in a photograph.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Distance Learning and Online Behaviour
- Aladdin Connect is currently being used as our Distance Learning Platform. Parental permission is sought through Aladdin Connect.
- Zoom App or Microsoft Teams are used for Staff meetings, BOM meetings, Committee meetings and Information meetings/Webinars for parents. Best Practice security procedures are followed. (See Appendix 1)
- Children may have access to online educational programmes (IXL) for use in school and at home as part of their Digital Homework.

- Students are asked not to reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or social media contacts.
- Students must not post or share personal information about pupils, staff or other members of the St. Mary's community on social media.
- Students must not use social media or the Internet in any way to harass, insult or abuse other individuals. This applies to online communication both inside and outside school.
- Students may not seek to connect with or "Friend Request" any member of school staff using any social media facility.
- Students may not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- The use of all instant messaging services or apps by pupils is strictly forbidden in school or on any school device.

Cyberbullying: the school adheres to the DES Procedures for Anti-bullying for Primary and Post Primary Schools definition of bullying as "unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person or persons and which is repeated (at least 3 times)."

Staying Safe in the Distance Learning Environment
- It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at https://www.webwise.ie/ to support teachers, parents and students. Schools should also ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.
- Principals and teachers should keep personal data safe when working from home and follow the data protection policy around the use of email in their school.
- All staff have been advised to log out of school related websites or Apps after use. All staff have been instructed not to save passwords on devices for any websites/apps which may contain sensitive information.
- Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing.
- Zoom calls to children are conducted in school with another member of staff present on the video call using school Zoom Account.

Video conferencing with students (Appendix 2, Appendix 3)
- If it is deemed appropriate for a teacher, SNA or other staff member to video call a student, consent needs to be sought from parents and permission filed in child's file. The School's Code of Behaviour and this AUP apply during all meetings.

- A staff member of St. Mary's JNS will host the meeting inviting the pupil and his/her parent/guardian. The host will immediately end any meeting where breaches of the Code of Behaviour or the AUP occur.

Managing the Organisation during school closure
- School management and staff use Aladdin connect, the school email and the school website to communicate with parents/guardians during school closure. Parents can contact staff members via the school email.
- Staff meetings and Board of Management meetings are held on secure video conference platforms such as Office Teams or Zoom Meetings.

Legislation This policy is set out in accordance with the provisions of the: -
- Data Protection Act (GDPR) 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993

The school management reserves the right at all times to remove an attendee from a meeting if the behaviour of an attendee is deemed inappropriate or in breach of the AUP. In any incidence where children are attending a 'meeting', a parent/guardian must give permission for the child to attend and/or be present at the start of the meeting. The host is the last to leave the meeting and will 'End Meeting'.

Please review the school Internet and Digital Technologies Acceptable Use Policy, available on the school website stmarysjunior.ie and respond to the Aladdin Connect Permission. This Aladdin Connect Permission link will read: As the parent or legal guardian of the above student, I have read the Digital Technologies Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet at school. I understand that Internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety and that the school cannot be held responsible if students access unsuitable websites.

My child and I agree to follow the school's Internet and Digital Technologies Acceptable Use Policy. We agree to use the Internet and technology in a responsible way and follow all the rules explained to me in school.

I accept the above paragraph □ I decline the above paragraph □

Chairperson : _____   Date: _____

Appendix 1: Best practices for online video conference meetings

Office meetings continue despite social distancing thanks to video conference tools such as Zoom, Skype, Microsoft Teams, and others. Talking face-to-face (or face-to-screen) is still often necessary and beneficial. With this new era of video conferencing and online meetings, we have found that there are a new set of guidelines to follow - things that we might not have needed to discuss prior to our remote working situation. Working from home can be challenging. Our Care Team collaborated to come up with these suggestions which are intended as guidelines to maintaining our professionalism and keeping us all connected and safe while we face this new era of office work.

1. **Use the video option when possible** This allows colleagues to see your face and confirm it is you who is speaking. It shows that you are engaged in the conversation and are an active participant – whether speaking or simply listening.
2. **Stage your video area** Consider using a virtual background (screen) so you can work from anywhere in your home.
3. **Pay attention to lighting**.
4. **Try to look into the camera when speaking and listening, unless you are taking minutes of the meeting.**
5. **Allow yourself time to join the meeting, ensuring all your technology is in order. As we would in school, we arrive on time to meetings and send apologies in advance if we cannot attend.**
6. **Once the meeting has begun, please remain on mute unless you are speaking and raise your hand if you wish to speak.**
7. **Please refrain from eating during the meeting, as you would if it were held in school.**
8. **If you need to attend to something urgent/private during the meeting, please do so while adjusting your audio and visual feed accordingly.**
9. **Only invite those who are needed to contribute in person to the meeting.** In other words; Is there someone who should be looped into the info being shared, but won't actually have anything to contribute themselves? Would it be possible to loop them in via an email instead to optimise everyone's valuable time and energy.
10. **No staff meetings are ever recorded**, unless without prior consent from all in attendance to do so. Record minutes of all meetings and file them securely in the event of matters arising.

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Appendix 2: Zoom/Video Calls

Dear Parents & Guardians,

Teachers will be hosting online meetings with your child/ child's group via video call through the use of Zoom or video calls. The purpose of this is to maintain social connection between the school and the student during the period of school closure to check in on classes re homework, share news, read a story etc and not as a method of live formal teaching of concepts.

As per GDPR guidelines, we require parental consent for this and should you be willing to do so I ask that you read the rules regarding the use of video calls with your child. If you and your child are happy to follow these rules and take part in the online meeting, please sign the form below, highlighting your child's name/class, ticking the consent box and return the form to your child's teacher.

Please note video calls will be recorded in line with Child Protection Guidelines and will be stored securely.

St. Mary's Junior School cannot accept responsibility for the security of the online platforms, in the event that they are hacked.

I accept the rules for Zoom/Video calls and I understand that if I break these rules I will be removed from the Zoom/Video meeting.

Child's name: _____   Class_____

I give consent for my child to take part in Zoom/Video Calls and have read and accept the Rules and Protocols attached below.

Parent's Signature: _____

*The main purpose of a video call is to maintain a social connection between the school and the student at this difficult time.

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Rules:

1. *Zoom calls will be recorded by host teacher in line with Child Protection Guidelines.*

2. *Zoom/Video calls must be within sight of a parent/guardian.*

3. *Please note school staff will only accept users into the video call if you can be identified by the display name on your account.*

4. *Screenshots or recordings on the main device or a secondary device of any part of the Zoom call other than that done by St. Mary's Junior School is strictly prohibited.*

5. *Inappropriate language will not be tolerated.*

6. *Appropriate clothing must be worn by everyone that will be seen on camera.*

7. *Normal school rules apply: Be kind and respectful to all participants with your words and your actions.*

8. *If any of the above rules are broken, the pupil will be removed from the Zoom/Video call immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.*
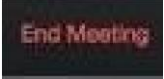

Protocols:

- *Choose somewhere that is suitable for the meeting. Try and find a quiet spot in your house that is within sight of an adult.*

- *Mute your mic when you are not speaking. This will help keep background noise to a minimum so we can hear each other speak.*

- *Respect what everyone is saying, as is done in school.*

- Have FUN!

Zoom buttons:

Gallery View	*This button is in the top right of your screen. This allows you to switch between viewing the speaker as a larger screen and others as smaller, or seeing everyone as smaller screens together.*
Mute	*This is in the bottom left of your screen. When a red line is going through it, we cannot hear you. To mute/unmute yourself, press this button.*
Stop Video	*This is in the bottom left of your screen. When a red line is going through it, we cannot see you. To turn your camera on/off, press this button.*
Reactions	*This button on in the bottom middle of your screen. When you click this, you can select a thumbs up or clapping symbol. I may say "show me a thumbs up if you can hear me" and this is what you click.*
Chat	*This is on the bottom middle of your screen. It allows you to send messages and see the chat on a side panel. Everyone in the class can see your message. Click this button to use the chat.*
End Meeting	*This button is on the bottom right of your screen. Click this button to end the meeting. When I (The teacher) end the meeting, it will automatically end it for everyone.*

Appendix 3: Zoom Meeting/Video calls with Children (groups or 1:1)

Date: _____

Time (must be during school hours): _____

Duration (should be 10 mins maximum): _____

Zooms to be held in school at an allocated time.

All Zoom Meetings are to be recorded by teacher. Please ensure to confirm with all participants that the call will be recorded as soon as all attendees present on camera.

Permission given/consent in file: _____

Personnel on Zoom/Video call (2 staff adults' – 1 to be a teacher minimum): _____

Parental consent form to be signed: _____

Only use parental email on file: _____

NB…Please invite class teacher to ALL Zoom meetings:

Zoom Content (brief description)

Signed: _____

NB. Please email Zoom Meeting and permission to cjhogan@stmarysjunior.ie so it can be filed in child's file and confirm your time slot.