Excerpt from the Scoil Assaim Acceptable Use Policy

School Strategy:

Scoil Assaim BNS 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
- Filtering software from the NCTE is 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 and other digital storage media in school requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute (cf Anti-Bullying Procedures)

World Wide Web:

- 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 use the Internet for educational purposes only, during class time ○
- During Golden Time, students may be allowed to use the Internet for entertainment purposes. However, all websites will be vetted by the class teacher
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information
- Downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons

Email/Internet Chat:

- Students will not send or receive any material that is illegal, obscene, or 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 a face-to-face meeting with someone they only know through emails or the Internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora

Web 2.0:

With the advent of Web 2.0, the Internet has become a two-way communication system for schools and the wider community. Services such as YouTube, Class Dojo, Seesaw, Facebook, Twitter and other social media are being used by many schools to communicate with parents and also for parents to communicate with the school. In the world of information technology software, the tools that are used are often referred to as applications, platforms, or even frameworks:

- An *application* is computer software designed to help a user perform specific tasks
- A computing *platform* includes a hardware architecture and a software framework that allow application software to run, for example, the operating system and programming languages
- A software *framework* helps facilitate software development by providing generic capabilities that can be changed or configured to create a specific software application

These services, although not owned by Scoil Assaim BNS, may form part of our web services and all content that is placed on these services falls under this policy, e.g. the showing of photographs, video, etc. will be bound by the same Internet safety rules.

Web 2.0 is open to potential dangers when used inappropriately. The safety of our pupils on the web is of utmost importance so we ask you to note the following points which apply to the school and to parents:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents not to allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Social media sites may be used by teachers in class; however, all interactions will be under the supervision of the teacher Children will not be allowed to use their own personal accounts for social media
- It is important not to “tag” photographs or any other content that would identify any children or staff in the school
- If you are uploading a photograph, please ensure that it does not identify the child. Please make sure photograph size is kept as small as possible
- Always 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
- Please avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it
- Do not send “friend” requests to members of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request

School Website:

The following points apply to the Scoil Assaim website and social media profiles:

- Pupils 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 pupils or staff
- Websites using facilities such as guest-books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher

- Pupils' work will appear in an educational context on web pages
- Scoil Assaim will endeavour to use digital photographs, audio or video clips focusing on group activities. Video clips will not be password protected
- Personal pupil information including home address and contact details will be omitted from school web pages
- The school website will avoid publishing the full names of individuals in a photograph
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web
- Pupils will continue to own the copyright on any work published

Scoil Assaim Board of Management, October 2020