Scoil Úna Naofa

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ICT

(Information & Communication Technology)

Acceptable Use Policy

Introduction
ICT is an important element of education, business and social interaction. The purpose of ICT use in Scoil Úna Naofa is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management and administration systems.
This Acceptable Use Policy will address the rights, privileges, responsibilities and sanctions associated with access to and use of ICT in our school.

Statement:
The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner.
ICT use and access is considered a school resource and privilege. Therefore, if our Acceptable Use Policy is not adhered to, this privilege may be withdrawn and appropriate sanctions, as outlined in our Code of Behaviour, may be imposed.
This policy covers all technologies being used for learning, not just those specifically mentioned.
It is envisaged that school and Board of Management representatives will revise this policy regularly. This policy should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy
The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the ICT. These strategies are as follows: -

- ICT use will always be supervised by a staff member.
- Our broadband is provided by the Department of Education and Science, through its agency, the PDST Technology in Education, and includes Content Filtering Software.
- Staff members preview websites before allowing pupils to view or access them.
- Training in the area of ICT safety is provided where possible for staff and pupils, and https://www.webwise.ie/ provides information on internet safety to schools and parents.
- Students are expected to follow the same rules for good behaviour and respectful conduct online, as offline. These rules are found in our Code of Behaviour.
- Students will not disclose their own or others personal information.
- Students will report accidental accessing of inappropriate materials to their teacher.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's Acceptable Usage Policy

School Web Site:
The school website is www.scoilunanaofa.com. It is regularly updated so that parents and the wider school community know about school events and news.
- Pupils occasionally have an opportunity to publish projects, artwork or school work on the website.
- The publication of student work will be co-ordinated by class teachers and the ICT co-ordinator.
- Photographs and video clips of pupils will not be published on the school website without prior permission from parents (given on our Parental Permission Forms annually.)
- Personal pupil information will be omitted from the school website.

Distance Learning:
Teachers may use email and various online platforms to assist with teaching where necessary.
- **In the case of Seesaw, Zoom and other online platforms that the school may use, parents will be asked to give permission and to monitor the child's access and use of the platforms.**
- **Parents must agree to ensure that their child's behaviour online adheres to Scoil Úna Naofa's Code of Behaviour, Anti-Bullying Policy, ICT Policy & other relevant policies.**
- **Parents, pupils and staff must not use devices to record, and/or alter in any way, audio, image or video uploaded to learning platforms.**
- **Communication through email or other online platforms must always be appropriate and respectful.**

Personal Phones
Mobile Phone usage will be in accordance with the school's mobile phone policy.

Legislation
The follow links provide information on legislation relating to use of the ICT which teachers, students and parents should familiarise themselves with:
- **Data Protection (Amendment) Act 2003** - http://www.irishstatutebook.ie/2003/en/act/pub/0006/
- **The Data Protection Act 1988** - http://www.irishstatutebook.ie/1988/en/act/pub/0025/
- **Interception Act 1993** - http://www.irishstatutebook.ie/1993/en/act/pub/0010/
- **Video Recordings Act 1989** - http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html
- **Child Trafficking and Pornography Act 1998** - http://www.irishstatutebook.ie/1998/en/act/pub/0022/

Sanctions
Misuse of ICT will result in disciplinary action in accordance with the School's Code of Behaviour, and/or the School's Anti-Bullying Policy and/or the School's Child Protection Policy. The Code of Behaviour includes written warnings, notification of parents, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.
Please refer to the School's Code of Behaviour/Anti-Bullying Policy/Child Protection Policy for further information.
The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification:

This version of the AUP was created in September 2020 by Kathleen Duffy in consultation with other members of staff.
It will be revised in September 2022, or earlier if changes in the use of ICT in the school require it.

Ratified by Board of Management

Date:_____

Signed:_____

Chairperson