

## **Acceptable Use Policy (AUP)**

### **Aim**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from the 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

### **Security Measures**

St. Brigid's Infant School has chosen to implement the following level on content filtering on the School's Broadband Network. We are however acutely aware that no filtering service is completely foolproof.

Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites' category and websites such as Facebook belonging to the Social Networking category.

Pupils will never have unsupervised access to devices of any kind while at school.

### **Personal Devices**

Pupils are not permitted to have electronic devices in school. Therefore, mobile phones and other electronic devices are strictly prohibited. In the event of a pupil being in possession of a mobile phone or other device, it will be confiscated, sent to the Office and must be collected by a parent/guardian.

### **Social Media**

Staff, parents/guardians and pupils must not use social media and the internet in any way to harass, insult, SCREENSHOT MESSAGES FROM STAFF & UPLOAD TO SOCIAL MEDIA, abuse or defame pupils, their family members, staff or other members of the St. Brigid's Infant School community.

Staff and parents/guardians must not discuss personal information about pupils, staff and other members of the St. Brigid's Infant School community on social media.

Staff, parents/guardians and pupils must not engage in activities involving social media which might bring St. Brigid's Infant School into disrepute.

## **Images & Video & Audio**

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At St. Brigid's Infant School staff, parents/guardians must not take, use, share, publish or distribute images or recordings (photos or video or audio recordings) of others without their permission.

Staff, pupils and parents/guardians must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

## **Cyberbullying**

When using the internet pupils, parents/guardians and staff are always expected to treat others with respect.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by St. Brigid's Infant School to ensure that staff and parents/guardians are aware that bullying is defined as “unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time”. This definition includes cyber-bullying even when it happens outside the school building or outside the school day.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's Discipline Policy/ Code of Behaviour.

## **School Website**

Parental permission is sought on enrolment for photos to be taken to publish on the website.

The publication of pupil work/photos will be coordinated by a teacher. Pupils will not be engaged in publishing their own work.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

Personal pupil information including pupil's name, home address and contact details will not be published on the school website.

Interactive facilities on the website have been disabled to provide maximum security and

confidentiality.

## **Staff**

The Internet is available for Staff for personal and professional use. Personal use of the Internet should not occur during class time.

## **Distance Learning**

Should circumstances make it necessary to use Distance Learning, please note the following

### ➤ ***Email***

Parents/ guardians have access to their child's teacher's school email address. This is used to communicate remotely with our pupils and is a safe communication method. Email should be used for brief day-to-day queries and communications. An appointment can be made to discuss matters of substance with a phone call or meeting at the school. Teachers are not expected to respond to email queries outside of the normal school day i.e. 2.40pm. Teachers will always communicate directly with parents or guardians through the parent/guardian email address.

### ➤ ***HSCL***

Our HSCL teacher has all parents/guardians contact details and liaises closely with them during regular school hours as far as possible.

### ➤ ***Phone Calls***

Personal phone numbers of school staff will be blocked in the event of members of staff having to phone parents in extenuating circumstances ie conducting P/T Meetings over the phone

### ➤ ***School Website***

On acceptance of an offer of a school place, all parents/guardians are asked to sign consent for the publication of children's photographs on our school website. These are normally photos of children engaged in school activities, learning or tours. No names or identifying details are published. If consent is not given, the school will respect that decision.

### ➤ ***ClassDojo***

ClassDojo is another tool that we will use to communicate remotely with our pupils.

ClassDojo is a school communication platform that connects teachers, students, and families. ClassDojo is a safe and private environment for teachers, parents and pupils. Only the pupils themselves, their families, and their connected teachers or school leaders can see a pupil's profile and portfolio.

ClassDojo is compliant with GDPR and is also certified under the EU-US and Swiss-US Privacy Shield.

- Interactive facilities on the ClassDojo platform have been disabled to provide maximum security and confidentiality.

- We do not provide pupil email addresses for use with ClassDojo as parents are connected via their own email addresses which have been provided to the school.
- Teachers will not respond to ClassDojo while they are working in school.
- If children are absent from school, parents are requested to ring the office between 9.00 and 9.30am or send a message to school email [info@stbrigidsinfantschool.ie](mailto:info@stbrigidsinfantschool.ie) and the absence will be recorded in the Office.
- Teachers will use ClassDojo for communicating about nice school events/celebrations. Also for schoolwork in the event of a school closure or a class being restricted at home for two weeks.
- Teachers will turn off their Dojo notifications after the normal school day i.e. 2.40pm.
- If any other live platforms are used for extenuating circumstances there is no permission to record ie A high risk child having to stay home for medical reasons
- If school devices are on loan to families, they will be used for the sole purpose of children's learning.

#### ➤ **Microsoft Teams**

Microsoft Teams is our staff communication platform and our hub for team collaboration. No member of staff is expected to respond to a work-related email outside of the normal school day. Staff members with leadership and management responsibilities may reasonably be expected to be available for communication with other staff members on the L & M team on matters relating to their duties outside of the normal school day. Notifications can be silenced as part of the settings in Teams.

### **Sanctions**

Intentional misuse of the Internet will 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. Pupils found in breach of any aspect of the acceptable use policy will be sanctioned in accordance with our school's Discipline Policy. It will be a disciplinary matter if staff are found to be engaged in intentional misuse of the internet in their professional role or during the school day.

### **Legislation**

Information is available on the Internet on the following legislation relating to the use of the Internet which teachers and parents/guardians should familiarize themselves with:

Child Protection Procedures for Primary & Post-Primary Schools 2017  
 General Data Protection Regulation (GDPR Act) May 2018  
 Data Protection (Amendment) Act 2003  
 Child Trafficking and Pornography Act 1998  
 Interception Act 1993  
 Video Recordings Act 1989

The Data Protection Act 1988

The AUP for St. Brigid's Infant School was ratified by the Board of Management and will be reviewed regularly.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_