



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

# Acceptable Use Policy

*This policy has been formulated by St. Dymphna's NS to assist teachers, pupils and parents in making an informed decision in relation to the safe and practical use of technology in education.*

## Aim

The aim of this Acceptable Use Policy (AUP) 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 privilege. Therefore, if the school AUP is not adhered to this appropriate sanctions (as outlined in this AUP) will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. This AUP should be read carefully by parents/guardians to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This version of the AUP was created by staff in consultation with the parent body in February 2024 and ratified by the Board of Management in 12/2/24.

## School's Strategy:

This policy has been drawn up in order to protect the children from the risks associated with the internet while they are at school or engaging in online distance learning. Parents and Guardians are advised however that while the children may be given internet-based homework assignments from time to time, the school takes no responsibility for the internet usage of the students while they are outside of school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet while pupils are engaging in schoolwork.

St. Dymphna's NS may provide online learning in the form of email content or Aladdin Connect App.

### **Assistive Technology**

Any child who has qualified for and been sanctioned Assistive Technology by the NCSE or other body, they may use this technology for the purposes of enhancing their educational experience in school and as appropriate.

### **Generally in School Building:**

- Internet use will always be supervised by a teacher
- It is the classroom teachers' responsibility to make arrangements for the monitoring of the children's internet usage while in school.
- Children will be taught about safe internet usage and classes surrounding this and cyber bullying will be provided for by the school.
- Students, parents and staff are advised to visit [www.webwise.ie](http://www.webwise.ie) for information on the safe usage of the internet.
- The school's filtering system will be used in order to minimise the risk of exposure to inappropriate material in school.
- Uploading and downloading of non-approved software will not be permitted.
- Anti-Virus Software will be used and updated on a regular basis.
- Smart watches with recording or photo taking capabilities are not permitted within the school for students.
- The use of any form of removable storage or other digital storage media (such as external hard drive, memory sticks, CD-ROMs etc.) requires a teacher's permission.



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

- Teachers using interactive whiteboards must be particularly vigilant and must preview the material being presented in order to ensure that it is age appropriate and adheres to the conditions of this AUP.
- Students should never attempt to upload or download software, music or videos without the prior permission of a staff member.
- 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. Good netiquette will be demonstrated to the children through activities on [www.webwise.ie](http://www.webwise.ie).
- It is important that parents/ guardians and pupils are aware of our Anti-Bullying Policy in relation to social media which can be viewed on our school website.

### 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 times.
- Students will be taught about copyright issues relating to online learning. Students who copy information or images from the Web into their assignments will acknowledge the source.
- 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 usage 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.



## St. Dympna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

### Web 2.0

With the development of Web 2.0, the Internet has become a two-way communication system for the school and the wider community and an invaluable resource for distance learning. Services such as X(formerly Twitter), Facebook, Zoom, Aladdin and other online tools/social media are being used by the school to communicate with parents and pupils, and also for parents and pupils to communicate with the school.

These services, although not owned by St. Dympna's NS, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they reach the appropriate age. Many social media sites may be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity/digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Zoom, TikTok, Whatsapp, Instagram etc) on mobile phones and electronic devices if these are used privately to ensure they are aware of their child's online interaction with others and approve of the same.
- Any online communication with parents/pupils from the school will be password protected where possible (for example in the case of a Zoom call).
- It is expected that all members of the school community will respect any online communication, via online platforms e.g Zoom, by not recording any webinar, conversation, video call etc when engaging in distance learning/school webinars/online meetings etc.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way if it is an individual photo.



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

- Please 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.
- Avoid any negative conversations about children, staff or parents on social media accounts. Please do not request to "friend" a member 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 and Blog:**

- Please note that the following points apply to the school's website and social media profiles, including but not limited to Facebook, (X)Twitter.
- The website X( formerly Twitter) Facebook page will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Teachers are responsible for approving blog content. In addition, an Administrator will check the blog regularly to ensure that content is appropriate and that it does not compromise the safety of pupils or staff.
- Digital photographs or video clips of individual students will only be published on the school website if consent has been provided. Photographs and video clips will focus on group activities for the most part.
- Where a photograph, audio or video clip of a child is published, the children's names will be not be used.
- Surnames will never be used on the blog or website. The second initial may be used however in cases where there are two people with the same first name.
- Photographs and video clips should not show children wearing name badges.
- Personal pupil information including home address and contact details will never be published on the school website and blog.



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

### Mobile Phones / Electronic Devices

- Usage of mobile phones/electronic devices by staff members must be for educational purposes and be in line with the National Primary Curriculum in terms of content.
- The school acknowledges the usefulness and practicality of electronic devices and recognises their potential as an educational resource.
- Many features on electronic devices such as Organiser (calendar, calculator, convertor etc) Applications (voice recorder, stopwatch, image editor, video recording) or even Alarms are very useful and may be used under the direction of the class teacher.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using a mobile phone or smartwatches in class is in direct breach of the school's acceptable usage policy.
- Pupils are not allowed to bring in their own personal mobile phones or any form of digital device that communicates to others or can record/take photos.
- The unauthorized taking of images with a mobile phone camera or other electronic devices (ie, Tablet, Smartwatch, Camera etc.) by pupils or staff members, still or moving is in direct breach of the school's acceptable usage policy.
- Staff are permitted to take school photographs using authorised school devices only.

### Legislation:

Students, parents and staff are directed to the following legislation with which they should familiarise themselves:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989



## St. Dymphna's National School

Tydavnet  
Co. Monaghan  
H18FK12  
Roll No. 19738L

- o Data Protection Act 1998
- o Anti-Bullying Guidelines for Primary Schools 2013

### Support Structures:

The school will provide for a Cyber Safety programme to provide information and assistance regarding online issues and concerns such as Cyber Bullying to parents and students.

Signed Chairperson: Caroline McNally

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

Signed Principal: Donal Murray

Date: 11/2/24