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**Granlahan National School**

**Granlahan**

**Ballinough**

**Co Roscommon**

**Roll no: 15664L**

**www.granlahanns.ie**

Granlahan National School

**Acceptable Usage Policy**

**(AUP)**

This policy has been formulated by Granlahan 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 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

privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and BOM will revise the AUP regularly. Before enrolling,

the AUP should be read carefully 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 AUP was updated by staff and BOM in October 2023.

**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:

**General**

• Internet sessions will always be supervised by a teacher.

• The school will regularly monitor pupils’ Internet usage.

• Students and teachers will offered 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, CD-ROMs, or 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.

• It is important that parents/guardians and pupils are aware of our Anti Bullying Policy

in relation to social media;

**o 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**

**should be dealt with, as appropriate, in accordance with the school’s code of behaviour.**

**o However, in the context of this policy, placing a once-off offensive or hurtful**

**public message, image or statement on a social network site or other public forum**

**where that message, image or statement can be viewed and/or repeated by other**

**people will be regarded as bullying behaviour.**

**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, they may be allowed to use the Internet for entertainment purposes. However, all web

sites 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 usage policy.

• Students will be aware that any usage, including distributing or receiving information, schoolrelated or personal, may be monitored for unusual activity, security and/or network

management reasons.

**Email / Google Drive / Internet Chat**

• Children must sign a written agreement annually, with parents and class teacher, prior to

accessing school email accounts (if class teachers and principal deems it appropriate that pupils require access to email accounts)

• School email address and drive is to be used for educational purposes only.

• The email address provided by the school to each student is the property of Granlahan NS. All

content will be monitored by staff at the school.

• If a child receives any inappropriate emails, he/she should inform class teacher and a

parent/guardian.

• Students will use approved class email accounts in school under supervision by or permission

from a teacher.

• Students will not send or receive any material that is illegal, obscene, 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, pictures or passwords.

• Students will never arrange a face-to-face meeting with someone they only know through

emails or the internet.

• Students will not have access to chat rooms, discussion forums, messaging or other electronic

communication forums.

**Web 2.0**

With the advent of Web 2.0, the Internet has become a two way communication system for the

school and the wider community. Services such as Class Dojo, Facebook, Twitter

and other social media may be used by the school to communicate with parents and also for

parents to communicate with the school. These services, although not owned by Granlahan NS,

form part of our web services and all content that is placed on these services falls under this policy.

For example, any content on the school’s Facebook account follows the same safety rules, e.g. the

showing of photographs, video, etc.

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 are the appropriate age. Many social media sites will 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, Viber,

Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of

their child’s online interaction with others and approve of same.

• 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.

• 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 add advertisements to our wall without prior permission of the principal.

• Failure to keep the above rules will result in a permanent ban to our social media accounts.

**School Website**

• Please note that the following points apply to the school’s web site and social media profiles,

including but not limited to Facebook, Twitter, YouTube and Google+

• 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.

• Website 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

• The school will endeavour to use digital photographs, audio or video clips of focusing on group

activities. Photographs, audio and video clips will be used. 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 last name of individuals in a photograph.

• The school will ensure that the image files are appropriately named – 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.

**Mobile Phones / Electronic Devices**

• Usage of mobile phones/ electronic devices by pupils is not permitted in Granlahan N.S.

• The school acknowledges the usefulness and practicality of electronic devices and recognises

their potential as an educational resource.

• Pupils using their own technology in school, are in direct breach of the school’s acceptable usage policy.

• Pupils sending nuisance text messages is a direct breach of the school’s acceptable use policy.

• The unauthorized taking of images with a mobile phone camera or electronic device, still or

moving is in direct breach of the school’s acceptable usage policy.

**Legislation**

The school pay due attention and diligence to:

• Data Protection (Amendment) Act 2003

• Child Trafficking and Pornography Act 1998

• Interception Act 1993

Video Recordings Act 1989

• The Data Protection Act 1988

• Anti Bullying Guidelines for Primary Schools (2013)

**Support Structures**

Granlahan NS endeavours to have support structures in places to ensure the appropriate use of

electronic devices in school and to ensure staff, parents and pupils feel supported in same.

• The school will provide Internet Safety and Cyber Bullying talks for pupils through our SPHE programme.

• Staff will regularly partake in Continuous Professional Development in relation to AUP, internet

safety and Cyber Bullying.

• The school will inform students and parents of key support structures and organisations that

deal with illegal material or harmful use of the Internet.

**Sanctions**

Misuse of the Internet may result in disciplinary action.

Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases,

suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

**Review**

This policy was reviewed in and will be updated in line with department guidelines.

**Ratification**

This policy was last ratified by the BOM on 02.10.2023

**EXTERNAL ACCESS TO SCHOOL INTERNET**

Granlahan NS implements a strict Accessible Usage Policy.

Formal request from external users must be received by the Board of Management

prior to internet access being made available.

External users must read the school’s AUP and ensure its strict implementation at all

times.

Downloading and/or streaming of illegal content, content inappropriate for

school, content that infringes copyright regulations is strictly prohibited. If

any such content it accessed, information will be forwarded to the relevant

authorities.

Name of club/organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agreed to follow and implement Granlahan NS Acceptable Usage Policy.

I agree that only appropriate and legal content will be accessed at all times.

I agree that children will only have supervised access to internet in line with the

school’s AUP.

Name of club/organisation manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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SCHOOL USE ONLY: Date received by school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information forwarded to BOM YES / NO DATE:

Signed by (Chairperson BOM)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signed by (Secretary BOM/Principal)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_