Acceptable Use Policy

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ACCEPTABLE USE POLICY

CIRCULATION SHEET

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1 Scope

This policy states the commitment of Scartleigh National School to comply with the EU GDPR as a Data Controller and with other relevant legislation. It applies to the use of school supplied electronic devices, software and wifi systems at the school.

2 Legal Obligations

In the addition to our obligations under GDPR, the implementation of this policy takes into account the school's other legal obligations and responsibilities in the Public Interest. Some of which are directly relevant to data protection:

- Under Section 9(g) of the Education Act, 1998, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education;

- Under Section 20 of the Education (Welfare) Act, 2000, the school must maintain a register of all students attending the School;

- Under section 20(5) of the Education (Welfare) Act, 2000, a principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the principal of another school to which a student is transferring;

- Under Section 21 of the Education (Welfare) Act, 2000, the school must record the attendance or non-attendance of students registered at the school on each school day;

- Under Section 28 of the Education (Welfare) Act, 2000, the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, the National Education Welfare Board, the National Council for Special Education, other schools, other centres of education) provided the School is satisfied that it will be used for a "relevant purpose" (which includes recording a person's educational or training history or monitoring their educational or training progress in order to ascertain how best they may be assisted in availing of educational or training opportunities or in developing their educational potential; or for carrying out research into examinations, participation in education and the general effectiveness of education or training);

- Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOs")) such information as the Council may from time to time reasonably request;

- The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be "personal data" as with data protection legislation. While schools are not currently subject to freedom of information legislation, if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed if a request is made to that body;

- Under *Children First: National Guidance for the Protection and Welfare of Children* (2011) published by the Department of Children & Youth Affairs, schools, their boards of management and their staff have responsibilities to report child abuse or neglect to TUSLA - Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

3 School Strategy for Student

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:

3.1 General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems (commonly known as “Nanny Software”) will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students’ 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher’s permission. However, the transfer of personal data is prohibited through these devices.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

3.2 Internet Use

- 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.
- 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 by students of 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.

3.3 Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Children’s use of email is facilitated strictly in an educational context and access to personal email and/or social networking accounts is prohibited.
- Online tasks that involve sending and receiving email (e.g. with partner schools, educational email tasks) will be teacher-led. The class teacher will set up one email address for the class. Only the teacher will know the password to such email accounts. Emails will be opened and read by the teacher before being shared with the class. All emails will be reviewed by the teacher prior to sending.
- 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 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.

3.4 Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

3.5 School Website

- Students will be given the opportunity to publish projects, artwork or school work on the Internet 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 students or staff.
- Website using facilities such as guestbooks, 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.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing will not be published on the school website without the parental permission. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

3.6 Student Laptops / Tablets (Assistive Technologies)

- Where laptops are provided for student use i.e. assistive technologies, each laptop will be configured for student use. Parental Controls will be enabled and student accounts are granted restricted access and control.
- Student laptops will have Microsoft Family Safety or equivalent installed, which provides the school with weekly reports of student online activity on each laptop.
- Students will be denied access to internet browsers such as Google Chrome and Internet Explorer etc. and where deemed necessary an age appropriate and internet-safe browser (Kidzui or equivalent) will be installed as the default student browser on each laptop.
- In the event that a web browser is accessed (or granted access), laptops will be configured to block (and subsequently notify the school) of any attempts by users to access content deemed to be inappropriate for students.
- Students are allowed to connect to wireless networks on their school supplied laptops / tablets. This will assist them with use while at home. Acceptable Use Section of this policy still applies while off the school premises. Students experiencing difficulty with internet access at home should contact their Internet Service Provider (ISP).
- Students may be selected at random to provide their school supplied laptop / tablet for inspection. If a student's device is requested for an inspection, students must unlock the device.
- When students are not using their school supplied tablets / laptops, they should be stored safely.

3.7 Personal Devices

- Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

4 School Strategy for Teaching Staff

Various technologies are provided and managed by the school and made available to staff to further their professional development and the education of the students in the school. Access to the school's supplied technologies is a privilege and not a right.

Any staff member or visitor who abuses this privilege will be immediately excluded from accessing and using the computing facilities. Exclusion from using school technologies will prevent the user from recovering files and using the facilities.

The Board of Management may change this policy to include changes in the law or in the acceptable practice of internet use and reserves the right to make such changes without notice and whenever required. All users are responsible for ensuring that they have read and understood the current policy.

4.1 Use of Networks & the Internet

- Users must not use the service for the transmission of illegal material. The user agrees to refrain from sending or receiving any materials which may be deemed to be offensive, abusive, indecent, hard-core or paedophile pornography, defamatory, obscene, menacing or otherwise as prohibited by current and future statutes in force.
- The user agrees to refrain from sending or receiving any material, which may be in breach of copyright (including intellectual property rights), confidence, privacy, or other rights.
- If you are in any doubt as the legality of what you are doing, or propose to do, you should either seek independent legal advice or cease that usage.
- Pupils' work should never be shared on social networking sites or websites other than the school website. Sharing or making references to a student's work, especially if it could undermine the student, is not acceptable.
- Users should be aware that the storage, distribution of, or transmission of illegal materials may lead to investigation and possible prosecution by the authorities.
- Users may not gain or attempt to gain unauthorised access to any computer for any purpose. In addition to being in breach of this AUP.
- Users must not send data via the internet using forged addresses or data which is deliberately designed to adversely affect remote machines (including but not limited to denial of service, ping storm, Trojans, worms, and viruses).
- Users must not participate in the sending of unsolicited commercial or bulk email, commonly referred to as 'spam'.
- Users are prohibited from running 'port scanning' or other software intended to probe, scan, test vulnerability of or access remote systems or networks except in circumstances where the remote user has given express permission for this to be done.
- Users may not divulge their computer network passwords to third parties and must take all reasonable steps to ensure that such information remains confidential.
- Access to the computer network should only be made using the authorised logon name and password.
- The use of USB Sticks / Hard Drives for storage of personal data is prohibited.
- The use of the network to access and/or store inappropriate materials such as pornographic, racist, or offensive material is forbidden.
- In the interest of protecting the network from potential virus activity, the downloading of programs, games, screensavers, and wallpapers from the internet or uploading the same from disc or CD-ROM may only be carried out by the ICT Coordinator. This does not prevent users from using images taken and/or saved by them to set their desktop backgrounds.
- Use of the computing facilities for personal financial gain, gambling, political purposes, or advertising is forbidden.
- Copyright of material must be respected, particularly with regard to the download and use of protected images for further use.

4.2 Use of Aladdin

- In order to protect the information that is accessible on Aladdin, users must not divulge their logon details to third parties. Any concerns or queries must be forwarded and dealt by a member of the ICT Team with Administrator rights on the Aladdin system.
- The school supplied laptop is the only device users may use to access Aladdin.

4.3 Email

- Teachers will use approved school email accounts for all communications.
- Teacher's use of email is facilitated strictly in an educational context and access to personal email and/or social networking accounts is prohibited.
- Users must not send any emails that are likely to cause distress or any material which is offensive, indecent, obscene, menacing, or in any way unlawful.
- Users must not use the school network, or Aladdin Schools online software to send messages or emails to any user who does not wish to receive them.
- The school network must not be used to send or distribute unsolicited commercial mail, commonly known as 'spam', in bulk or individually.
- Users, as senders of emails, must not use false mail headers or alter the headers of mail messages in such a way as to conceal the identity of the sender.
- Where emails and attachments contain sensitive personal information, staff are required to encrypt these emails. Attachments including sensitive personal information should be password protected i.e. ensuring only the recipient(s) with a password can open and access the contents of the email.
- Staff will not save copies of personal data to their own personal computers, phones, tablets, USB sticks, Hard Drives;

Appendix 1: Sample Letter to Parents / Guardians
Scartleigh National School

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the school supplied technologies including but not limited to the Internet, and in some circumstances school laptops & tablets. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of these technologies requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of these technologies, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to these technologies as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely

Principal
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Appendix 2: Permission Form Template
Scartleigh National School

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Student: ____________________________________

Class: ____________________________________

Student
I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: ____________________________________

Date: ____________________________________

Parent/Guardian
As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the school supplied technologies including but not limited to the Internet, Laptops, Tablets as provided.

I understand that the use of school supplied technologies is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph □ **I do not accept the above paragraph □**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph □ I do not accept the above paragraph □
(Please tick as appropriate)

Signature: ____________________________________

Date: ____________________________________

Address: ____________________________________

____

Telephone: ____________________________________

Appendix 3: Staff Acceptable Use Policy Form
Scartleigh National School

To be returned to the Principal

I have read, understand and will abide by the Scartleigh National School Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Name: ___________________________________

Class: ___________________________________

Signature: ___________________________________

Date: ___________________________________