



**Le Chéile Educate Together
National School**
Mornington Road
Drogheda
Co. Louth

Principal: Fiona Rock
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ACCEPTABLE USAGE POLICY – INTERNET and MOBILE PHONE & ELECTRONIC DEVICES POLICY

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.

Policy statement:

Internet use and access is considered a school resource and privilege. This policy and guidelines outline the acceptable usage of Internet, mobile phone and electronic devices within Le Chéile. It is policy that if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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.

Scope: the policy is directed at staff, teachers, parents and pupils.

Definitions: **IT**=Information Technology **IWB**= Interactive Whiteboard

References: The school will provide information on the following legislation relating to the use of the internet which teachers, students and parents should familiarise themselves with:

- Child Trafficking and Pornographic Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 2018



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School's strategy and rules governing acceptable usage:

The school employs 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.
- Filtering software from the NCTE is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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 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.

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.
- 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 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.

Email / Internet Chat:

- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.



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- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, email addresses 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.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

Social Media:

- The Internet is a two-way communication system for the school and the wider community.
- Services such as Facebook, Twitter, Whatsapp etc. are being used by the school PTA to communicate with each other
- The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.
- The Internet is open to potential dangers if used inappropriately. We would ask:
 - Please do not "tag" photographs or any other content, which would identify any children or staff in the school.
 - Please ensure that 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.
 - 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.
 - Please do not add advertisements to our wall.
 - Please do not name staff on social media unless invited to do so.

School Website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the Le Chéile school website 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.



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- The publication of student work will be co-ordinated by a teacher and then approved by Fiona Rock, Principal
- Pupils' work will appear in an educational context on the school website
- The school will use digital photographs for group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will only publish first names of individuals in a photograph, with parental permission
- 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.

Personal Devices:

See *Mobile Phones and Electronic Devices guidelines* below for further information

Sanctions

Misuse of the Internet may 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.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department of Education and Skills and the patron if requested.

Ratified by the Board of Management on

(date) _____

Signed: _____
Chairperson, Board of Management



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APPENDIX A : LAPTOP TROLLEY & IPAD GUIDELINES AND RULES

The Laptop Trolley

A timetable is drawn up to enable all senior classes access to the computer trolley. Classes may also use the trolley at a time when it is not in use. The trolley is plugged in for charging by the last person using it, ensuring that each individual laptop is plugged in to its own socket. The laptop trolley is stored in the upstairs classrooms. Each laptop has been numbered so that faults can be identified easily.

Pupil Rules

- Save often
- No food or drink
- Keep your workstation area neat
- Surf safely
- Respect others
- Keep your files organized
- Log off correctly
- Don't change settings
- Print only when permitted
- Work quietly

Teacher's Responsibilities

- Ensure all laptops are shut down correctly.
- Ensure that all laptops are correctly stored and plugged into the trolley.
- Communicate faults through the relevant notebook stored in the office

IPads

The ipads are stored in the Special Education Department and may be used for individual or group work.

Pupil Rules

- Hold the iPad with two hands
- Always sit down when using the iPad
- Turn the iPad's screen off when the teacher is talking
- Be gentle when tapping the screen



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- Only use the app or website you have been asked to use

Teacher Responsibilities

- All apps are purchased on the school credit card in consultation with the Principal
- Ensure all iPads are shut down correctly.
- Ensure that all iPads are correctly stored
- Communicate faults through the relevant notebook stored in the office



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APPENDIX B : MOBILE PHONES AND ELECTRONIC DEVICES GUIDELINES AND RULES

Pupils

The following are the guidelines and rules relating to pupils for mobile phone/electronic device usage in the school:

- Mobile phone must be switched off on entry to the school grounds. They may not be used during school or at any school related activity. They may only be activated at the end of school, outside the infant yard gates or if granted special permission by a staff member.
- Children who need to contact home during school hours may do so through the school secretary. Similarly, parents who need to contact their child(ren) with urgent messages may do so through the school secretary.
- If a child is caught using a mobile phone or electronic device during school or at a school related activity, the item will be confiscated by a staff member and given to the principal, who will store it in the office. It will be returned the following day on receipt of a letter of request from parents/guardians. On subsequent breaking of the rules, the mobile phone will similarly be sent to the office and will be returned only on collection by a parent/guardian.
- Other electronic devices must not be brought in to school unless permission has been given beforehand by a teacher. The above rules for phones apply for all electronic devices in these instances.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, tablets or Ipads etc brought to school.
- ***Use of mobile phones and electronic devices as a method of bullying – see school policy on bullying***



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Parents/ Guardians / Visitors

- Parents, guardians, visitors are requested to have mobile phone on silent and not visible at meetings in school
- Discreet recording of school events, performances etc. is permitted but these may not be shared, posted or uploaded on any social media site. This is in the interests of child protection.

USE OF IT

Le Chéile ETNS computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of the school.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

This includes but is not limited to the following:

- Accessing, transmitting, or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism.
- Accessing the Internet for non-school related activities, such as chat rooms, social networking sites, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
- Downloading or loading software or applications without permission from the Principal
- Extreme caution is to be exercised in the use of USBs in terms of content and the danger of contamination with virus'

Staff will:

- Undertake responsibility for any equipment taken and used off site
- Supervise student use
- Model and provide instruction in the ethical and appropriate use of technology in a school setting
- Maintain a curricular focus; laptop usage should be confined only to supporting work on IWB etc during teaching time
- Keep the user passwords secure and confidential



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- Ensure the computer is being legally used according to the software's licence
- Only install software onto a school computer or network, which has been approved by the Principal
- Not transmit, request or receive materials inconsistent with the mission and values of Le Chéile ETNS

MOBILE PHONES / ELECTRONIC DEVICES

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to emergency use only.

Work Calls:

Work related calls should be made using the school's phone at an appropriate time. Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents. Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

Personal Calls:

Personal calls should be carried out during break time in a private setting. In cases of emergency, a staff member should use discretion in making and receiving calls. All staff member's phones should be on silent and not visible during teaching times and at meetings. In the interest of courtesy, all staff and visitors are asked to be aware of mobile phone use in the staff room and at break times.

Exceptions

Staff may have mobile phones switched on when off the school grounds eg.

- School tours
- Swimming / Sporting trips
- Field trips etc.

This facilitates emergency contact if needed.

Camera phones may be used by staff for recording specific school events provided they are subsequently uploaded to school hard drive (storage/filing system etc) and then deleted. School cameras may also be used for this purpose.