Tarmon
Castlerea
Co. Roscommon
F45K298

Phone: 094 9621143
Email: office@tarmonns.ie
Website: www.tarmonns.ie
Roll Number: 13757I

Tarmon N.S.

Digital Technologies
Acceptable Usage Policy 2023

Introductory Statement

Tarmon National School is a primary school providing primary education to pupils from Early Intervention to Sixth Class.
Digital technologies are used throughout the school on a daily basis.

The provision of Digital Technologies resources and access to the Internet supports teaching, learning and assessment in Tarmon N.S., with rights and responsibilities for all users.

The aim of this Acceptable Use Policy (AUP) is to give guidance and direction for the acceptable use of Digital Technology for teaching and learning and communication as appropriate for all members of the school community.
This policy further aims to ensure that pupils benefit from learning opportunities offered by the school's ICT resources including the Internet, in a safe and effective manner. Internet use and access is considered a school resource and privilege.

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

- Filtering software is used in order to minimise the risk of exposure to inappropriate material as per the Professional Development Service for Teachers (PDST) guidelines. (Level 5-Content Filtering-Schools Broadband Services).
- Virus protection software is used and updated on a regular basis. Uploading and downloading of non-approved software is not permitted.
- Teachers are offered the opportunity of training in Internet safety, online communication and/or digital technologies on a regular basis.
- Internet sessions are always supervised by a teacher.

- Websites will be previewed / evaluated by the teacher before being integrated into lessons conducted on school devices.
- Pupils are educated in the area of Internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe lessons and Webwise lessons.
- Safer Internet Day is acknowledged each year throughout the school.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on any 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.

Searching online
- Students use the Internet for educational purposes only as directed by their teacher.
- Students will not log into another person's account.
- Downloading, accessing or searching for materials or images not relevant to their studies is not permitted.
- Children are only permitted to access sites authorised by the supervising teacher.
- Students are not permitted to intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise inappropriate materials.
- Students are expected to report accidental access to inappropriate materials immediately to the class teacher or teacher working with the class.
- The children at Tarmon N.S. will be made aware of the importance of keeping their personal information private.

Communication With Parents and Distance Learning
- The School uses the secure Aladdin App to record attendance and other data relevant to each child. Only the principal and the class teacher and the Special Education teacher has access to the child's data.
- All parents are asked to join Aladdin Connect on enrolment to ensure effective communication between school and home.
- Parents can contact individual staff members via their school email. (ateacher@tarmonns.ie)
- School management and staff may communicate with parents through the use of Aladdin Connect, Seesaw, Gmail, Google Classroom, Zoom, Class Dojo, Facebook. In exceptional circumstances Whatsapp may be used to communicate with parents/guardians.
- The above platforms will also be used during school closures.
- All communication will be in line with our A.U.P., our Code of Behaviour, our Digital Learning Plan and our Data Protection Policy. The GDPR principles outlined on www.gdpr4schools.ie will be observed

School Devices, Google Workspace and Gmail

- Apple ipad devices are deployed, managed and secured by the school under Apple MDM (Mobile Device Management) and Jamf software.
- Chromebooks are enrolled and managed by the school under our Google Admin settings.
- Google Classroom is used to manage pupil devices so that students are locked into specific apps selected by the class teacher.
- All students from 4th - 6th Class will be assigned a school email (yourchild@tarmonns.ie) which grants access to their individual Google Workspace. Each student's Tarmon email address will be deleted during the child's first term of Secondary School. It is the responsibility of the child or parent to save any important documents or projects to another account.
- The children will learn about the importance of treating our digital devices (ipads, Chromebooks, Beebots, etc.) with care, consideration and respect.
- 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 must not post or share personal information about pupils, staff or other members of the Tarmon community on social media.
- Students must not use social media or the Internet in any way to harass, insult or abuse other individuals.
- The use of all instant messaging services or apps by pupils is strictly forbidden in school or on any school device.
- Cyberbullying: the school adheres to the DES Procedures for Anti-bullying for Primary and Post Primary Schools definition of bullying 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 cyberbullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying due to the potential to be circulated to many users. Incidents of cyberbullying will be dealt with under Tarmon's anti-bullying policy.
- Critical Incidents: As per the school's Critical Incident Management Policy, in the event of a critical incident in Tarmon N.S. all pupils and staff will be expected to abide by this AUP.
- Principals and teachers should keep personal data safe and follow the data protection policy around the use of email in their school.
- All staff have been advised to log out of school related websites or Apps after use. All staff have been instructed not to save passwords on devices for any websites/apps which may contain sensitive information.
- Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing.

School Website and affiliated Social Media sites

- The school's website address is: www.tarmonns.i e.
- The School's Twitter account is @SchoolTarmon
- The School's Facebook account is Tarmon National School
- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the student including their full name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students may be published on the school website and/or affiliated pages, subject to the consent of parents/guardians (sought on enrolment.) Generally photographs etc. will focus on group activities and children's full names will not be linked individually to photographs. Anyone commenting on digital photographs should refrain from naming individual students on social media.
- Photos/Videos may be used for the production of the Homework Journal/School Website or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Photos/Videos may also be used for school/community publications during the year e.g. Parish Magazine, competition entries (community games- art/model making/poster competitions) and various other annual competitions. Your child's name, address and Date of Birth will be included for competition entries.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be sent to the school email address photos@tarmonns.ie and immediately deleted from the device.
- The use of E-readers may be permitted, under the supervision of the teacher.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- Irish Online Safety & Media Regulations Act 2022
- Coco's Law 2021
- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support structures

Tarmon N.S. 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 inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- Internet Safety lessons will be taught on an annual basis as part of Safer Internet Day. This will cover several topics including cyber-bullying. Webwise lessons will be taught from 1st to 6th Class.
- External visitors will be invited to speak to the senior classes re internet safety each year.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Sanctions

- Misuse of Digital Technologies or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- Access to Digital technology will be withdrawn from students who fail to maintain acceptable standards of use.

Reviewing and evaluating the policy

The policy should be reviewed and evaluated as the need arises but at least every second year.

Date of last ratification: 20.10.2021.

This policy was reviewed by staff and parents and was ratified by the Board of Management on ___14/4 2023___

Signed:

Mary Colleary

Mary Colleary.

Chairperson of the BoM

Kieran Dowd

Principal