

# St Daigh's N S

## ICT and Social Media Acceptable Usage Policy

### *Introduction*

St Daigh's N S recognises that access to Information and Communication Technology (ICT) gives our pupils enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

- To that end, we provide access to ICT for pupil use. We maintain [www.stdaighs.com](http://www.stdaighs.com) as our school website and use the Aladdin platform for both administration and online teaching and learning.
- This Acceptable Usage Policy outlines the guidelines and behaviours that our pupils are expected to follow when using school technologies for school activities of any nature.

### *Technologies Covered*

St Daigh's N S may provide pupils with internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaborations capabilities, online discussion forums, blogs and more.

The policies outlined in this document are intended to cover all online technologies used in this school, not just those specifically mentioned.

### *School ICT Network*

The computer network at St Daigh's N S is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education (NCTE)
- Pupils are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the web. If a site is blocked and a pupil believes it shouldn't be, the pupil can ask his/her teacher submit the site for review. This is done via the Professional Development Service for Teachers Technology Filtering Service BrightCloud
- School staff have full editorial rights over the school website (class pages). Pupils will not have access to relevant passwords
- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline - these rules are found in the St. Daigh's N S Code of Behaviour

### *Misuse of school resources may result in disciplinary action*

- After using school ICT equipment please return to its assigned storage area (e.g. cameras stored in school office & laptops in laptop trolley)
- We make a conscious effort to ensure pupils' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies

- When recording audio or sending any sort of online communication from a school device, pupils must not slander, defame or misrepresent the school or the views of the activities of another individual
- Pupils are expected to tell his/her teacher immediately of any concerns for safety or security
- All information regarding St Daigh's N S is communicated through the Aladdin platform and/or the school website at [www.stdaighs.com](http://www.stdaighs.com)
- School related queries should not be sent to staff private numbers or via social media private accounts.

### ***Photographs***

St Daigh's N S uses the Aladdin platform and the school website to share information, to promote and celebrate school events. Weblinks/messages/updates etc. may be posted by teachers on Inniskeen Village Facebook page to direct parents/guardians to the school website or to inform parents/guardians of necessary school updates.

We use photographs/video/other multimedia to complement text content on the school website.

We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a consent form signed upon enrolment
- Pupils will not be individually named on displays. Should their full name be used at any stage, verbal or written permission will be sought from parents/guardians
- No pupil shall be photographed and named under that photograph specifically if they are the only pupil in that photograph. Again, should their full name be used at any stage, verbal or written permission will be sought from parents/guardians
- Online collaboration through blogging and other platforms St. Daigh's N S recognises that online collaboration is essential to education and may provide pupils with access to a variety of online tools that allow communication, sharing and messaging among pupils.
- Pupils are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

### ***Mobile Devices***

St. Daigh's N S may provide pupils with mobile computers, digital recorders or other devices to promote learning both inside and outside the school.

- Pupils should abide by the same expected use policies, when using school devices off the school network, as on the school network.
- Pupils are expected to treat these devices with respect. They should report any loss, damage, or malfunction to school staff immediately. Use of school-issued mobile devices will be monitored.

### ***Mobile devices in the possession of pupils***

- Pupils may not use personally-owned devices in school (e.g. laptops, tablet computers, digital-cameras, smart-phones, smart watches with a facility to record) for educational purposes, unless explicitly stated in notes read and signed by parents/guardians and written by their class teacher.
- Pupils are only allowed to bring personal internet enabled devices (personal mobile phone, personal smart watch) into St Daigh's N S with expressed permission from parents/ guardians. At the beginning of the school day pupils

carrying these devices must give them to the class teacher for safekeeping until the end of the school day.

- Appropriate online behaviour and adherence to the Acceptable Usage Policy should always be used.

### ***School Security***

We ask that our pupils use their own judgement if they think a website does not "look right". They must inform their teacher of any concerns. They must think twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

### ***Netiquette***

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Pupils should always use the internet, network resources, and online sites in a courteous and respectful manner
- Pupils should recognise that among the valuable content online is unverified, incorrect, or inappropriate content
- Pupils should not post anything online that they wouldn't want parents/guardians, teachers, or future colleagues or employees to see. More detailed examples of expected use and unacceptable use are given in Appendices 1 and 2.

### ***Plagiarism***

- Pupils should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school website or Twitter
- Pupils should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online
- The school will encourage pupils who create original content to claim ownership of it

### ***Personal Safety***

If pupils see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must immediately bring it to the attention of:

- A teacher if they are at school
- A parent/guardian if they are at home
- Pupils should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birthdates over the Internet without adult permission
- Pupils should never agree to meet someone they meet online in real life without parental permission
- Pupils' images will not be shared online (on the St Daigh's N S website) without permission from their parents/guardians
- Consequently, other pupils must not take, use or share images of or from other pupils in school on school online platform.

### ***Cyber-bullying***

Repeated or systematic harassing, degrading, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in St. Daigh's N S.

We advise the following:

- Our pupils must not send messages or post comments or photos with the Internet of scaring, hurting or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- The school will support pupils, teachers and parents/guardians in dealing with cyber-bullying
- St Daigh's N S is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

#### ***Violations of this Acceptable Usage Policy***

Violations of this policy in St Daigh's N S may have disciplinary repercussions including:

- Suspension of computer privileges
- Notification to parents/guardians in most cases or in more serious circumstances Garda Síochána will be notified
- Suspension from school and/or school related activities
- Expulsion

#### ***Permission Form***

See Appendix 3 for the Permission Form to be read and signed by pupils and their parent(s)/guardian(s). Failure to return a completed and signed Permission Form will result in your child being unable to access or use any ICT devices within the school.

#### ***Legislation***

The school will encourage parents/guardians to familiarise themselves on the following legislation relating to use of the Internet

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988


#### ***Review Timetable***

This policy will be reviewed in 3 years time and amended as necessary by means of a whole school collaborative process.

#### ***Ratification & Communication***

This policy was adopted by the Board of Management on the 8<sup>th</sup> March 2022

Signed:   
Chairperson of Board Of Management

Signed:   
Principal

Date: 8<sup>th</sup> March 2023  
Next review March 2026

Date: 8<sup>th</sup> March 2023

### *Appendix 1: Examples of Acceptable Use*

I will

- use school equipment for school related activities only
- follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline
- treat school resources carefully, and alert teachers if there is any problem with their use
- encourage positive, constructive discussion if allowed to use blog or represent the school online
- alert a teacher/staff member instantly if I see threatening/ bullying, inappropriate or harmful content (images, messages, postings) online and I will tell the truth when questioned
- use school technologies at appropriate times, in approved places, for learning reasons
- recognise that use of school technologies is a privilege and treat it as such
- be cautious to protect the safety of myself and others
- help to protect the security of school resources

This is not intended to be an exhaustive list. Pupils should use their own good judgement when using school technologies.

## *Appendix 2: Examples of Unacceptable Use*

I will not:

- use school technologies in a way that could be personally or physically harmful to myself or others
  
- search inappropriate images or content
  
- engage in cyber-bullying, harassment, or disrespectful conduct towards others
  
- try to find ways to change the school's safety measures and filtering tools
  
- use school technologies to send spam or chain mail
  
- plagiarise content (copy, use as their own, without citing the original creator) I find online
  
- post personally identifying information, about myself or others or agree to meet someone I meet online in real life
  
- use language online that would be unacceptable in the classroom
  
- use school technologies for illegal activities or to pursue information on such activities
  
- attempt to access sites, servers, accounts, or content that isn't intended for my use

This is not intended to be an exhaustive list. Pupils should use their own good judgement when using school technologies.

*Appendix 3*

***St Daigh's NS  
Inniskeen, Dundalk, County Louth A92DW66***

Tel: 042 9378256 Email: [stdaigs@hotmail.com](mailto:stdaigs@hotmail.com) Web: [www.stdaighs.com](http://www.stdaighs.com)

ICT and Social Media Acceptable Usage Policy — Permission Form

I agree to follow the school's ICT and Social Media Acceptable Usage 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.

Pupil's Name/Class:

\_\_\_\_\_

Pupil's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

As the parent or legal guardian of the above pupil, I have read the ICT and Social Media Acceptable Usage Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. 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 pupils access unsuitable websites. 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 ICT and Social Media Acceptable Usage Policy relating to publishing pupils' work on the school website.

Parent/Guardian Name:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

***Please note this form will cover your child for their school years at St.Daigh's NS***

