

ARDSCOIL MHUIRE



ACCEPTABLE USE POLICY

Aim of the Policy

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet, software and hardware 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and Code of Behaviour– will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are understood and adhered to.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with DLT (Digital Learning Technologies). These strategies are as follows:

General

- Internet sessions will always be overseen by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and teachers are issued with their own user account and password. This account may only be used for school business and this information should not be made available to any other person. It is the students & teachers responsibility to remember and protect this information.
- 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.
- 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.
- Any use of technology which impinges on the respect or privacy of individuals or that contravenes the ethos of Ardscoil Mhuire is an inappropriate use of the technology. Any uses of technology considered inappropriate by the school management will be dealt with in accordance with the Acceptable Use Policy and Code of Behaviour. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.
- All students are expected to observe the highest standards of honesty and integrity in the work they submit for assessment. This is called academic integrity. It is fine to use other people's information, images, ideas or words including material you get from the internet, in your own work but you must be clear and open about what you have used, whose material it was and where you got it from. The use of a wide range of sources of information shows that you have undertaken good preparation and study. If you are not clear and open about what you have used you are committing plagiarism and copyright infringement. This is a serious breach of the school's Acceptable Use Policy.
- While Google Translate is a valuable tool in developing vocabulary, it should only be used as a dictionary for single word translation. It should not be used **exclusively** for translating entire language assignments (Irish and French.)

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 in school for educational purposes only.
- Students will not copy information or images into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information such as home addresses, telephone numbers, pictures etc. In certain instances, such information may be required e.g. GAISCE, Webwise etc. The disclosure of personal information should only occur with the express permission of and supervision by teachers.
- Students will never arrange a face-to-face meeting with someone they only know through emails, social media or the internet.
- 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.

Email

Teachers:

Teachers must ensure that all email, text and social networking communication with students, colleagues, parents and school management is appropriate.

The following provides a guideline for teachers to protect themselves on-line:

- Ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as email, texting and social networking sites. Teachers, when communicating information to students in relation to their subject area, should utilise the school email addresses that are assigned to students. The school's social media platforms can be utilised by the staff to communicate information to the entire school community while all text messages and phone calls should be sent from the school office or using the school mobile phone. The digital recording of school related activities will be done on any one of the school's cameras or devices.
- Check your privacy settings on all social media sites to make sure that only those you know and permit can access your information.
- Do not permit images of yourself to be taken and posted on any site without appropriate privacy safeguards.
- Do not post criticism of colleagues, students or the school on social networking sites.
- Do not share confidential information about students or colleagues on social networking sites.
- Do not post confidential information about yourself on social networking sites.
- If inappropriate information is posted about you by someone else you can contact the owner/administrator of the website and ask that it be removed. Each site has its own guidelines as to what content it deems unacceptable.
- Ensure that you do not access, download or otherwise have in your possession while engaged in school activities, inappropriate materials/images in electronic or other format
- Ensure that you do not access, download or otherwise have in your possession, at any time or in any place, illegal materials/images in electronic or other format
- Ensure that you do not practise while under the influence of any substance which impairs your ability or medical fitness.
- Teacher email accounts will be deleted on the 1st of December in the subsequent year following their retirement or on transferring to another school unless a request to delay this process is submitted in writing by the teacher to the Principal.

Students:

- Students will use approved class email accounts, which will be made available to them on their entry into the school, under supervision by or permission from a teacher.
- Students may only use their school email account for school related business.
- Students may not use their school email account to sign up for any third party websites unless permitted to do so by their 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.
- 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.
- Student email accounts will be deleted on the 1st of June in the subsequent year following their graduation from 6th Year or on transferring to another school unless a request to delay this process is submitted in writing by the student to the Principal.

Senior management reserves the right to access school email accounts.

Internet Chat

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be overseen.
- Face-to-face meetings with someone organised via Internet chat is forbidden on Child Protection and Health & Safety grounds.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the school's website and other social media platforms in accordance with clear policies and approval processes regarding the content that can be loaded to the school's platforms.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated 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 on individual students will not be published on the school website.
- 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.
- Students will continue to own the copyright on any work published.

Personal Devices

Ardscoil Mhuire prohibits the use by pupils of personal mobile phones, iPhones, iPads or any tablet device, iPods, smart watches or other such devices when on the school premises, grounds or off site activities e.g. school swimming or sport activities. 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 unauthorised taking of images with a mobile phone or smart watch camera, still or moving is in direct breach of the school's acceptable use policy. (See Mobile Phone Policy)

Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.

Sanctions

Misuse of the internet will result in disciplinary action, including withdrawal of access privileges in line with the school's Code of Behaviour and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Additionally the circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

Legislation

The school will make available, information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Act 1988 (and Amendment Act 2003)

<http://www.dataprotection.ie/>

<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>

- Child Trafficking and Pornography Act 1998

<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>

- Interception Act 1993

<http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>

- Video Recordings Act 1989

<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

Support Structures

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Ardscoil Mhuire has adopted the *Child Protection Procedures for Primary and Post Primary Schools* as part of its child protection policy.

This policy has been made available to the Parents' Council and is available to all parents on request.

Designated Liaison Person (DLP) ~ Ms. Bríd Herbert (Principal)

Deputy Designated Liaison Person ~ Ms. Laura Collins (Deputy Principal)

Ardscoil Mhuire



Distance Learning Policy

Rationale:

The purpose of this policy is to ensure the effective and safe use of technology for teaching and learning in the event of

1. HSE/DES directives for school closure during the current Coronavirus pandemic.
2. Assisting students who may have to withdraw from classes owing to self isolation directives and/or underlying medical conditions.

It is intended to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

All aspects of the school's Acceptable Use Policy remain in effect during Distance Learning.

Introduction:

Students and teachers must use their @asmlimerick.ie account to log in. Students and teachers are not to use any other account under any circumstances.

In the event of a student attempting to use accounts from outside the school's domain, teachers will report this to the Principal or Digital Learning Coordinator and contact will be made with the student in question.

The list of applications that will be used for distance learning will be:

GSuite ~ Gmail
 Google Classroom
 Google Drive
 Google Docs
 Google Slides
 Google Meet

Google Sites

Google Forms

Youtube

There may be additional applications that teachers may use e.g. Screencastify, Quizlet, Edpuzzle, Kahoot. The teacher will provide students with the information required to access them.

Ardcoil Mhuire has adopted an asynchronous model of distance learning, in line with best practice. This involves a mixture of the following:

- Assignments, notes & revision materials and communication through Google Classroom.
- Assignments and communication through Gmail.
- Recorded lessons with onscreen videos and/or presentations using Screencastify.
- Live classes through Google Meet.

Teachers are encouraged to not depend solely on one type of model but adopt a mixed approach with class groups. In all cases, the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim.

Students should contact teachers immediately via email within the designated times outlined in this policy if they are having difficulty with the technology or if they are finding the workload unmanageable. The school office, management & HSCL officer will facilitate communication, help and advice.

Responsibilities While Partaking in Distance Learning.

Students.

1. You are to communicate and work through your @asmlimerick.ie account only.
2. You must be polite and respectful to your teachers and fellow students. Online Classroom Etiquette information is available to students in their school journal.
3. You must have your Google Classroom notifications turned on.
4. You must engage daily with the distance learning process and communicate regularly with your teachers.
5. You must endeavor to carry out any work assigned to you to the best of your ability.
6. You must endeavor to meet any deadlines set for you by your teachers.

7. Teachers will have their notifications turned off outside of school hours. Students will endeavour to message teachers and submit work during school hours. However, if this is not possible, students should not expect feedback from teachers until the following school day.

In the case of live classes on Google Meet:

1. You must log in on time and be prepared for class. This means being dressed appropriately and settled at a workspace without distraction or other persons present and with a neutral background.
2. You cannot join a Google Meet until the teacher is present. You must leave the class once directed by your teacher.
3. The Google Meet link sent to you by your teacher, or accessed through Google Classroom, is only intended for you. Do not forward this link to anyone else.
4. You must actively engage in the class. Teachers may request feedback from students through the use of the chat box facility and/or verbally.
5. Students are not to turn on their microphone unless requested to do so by your teacher. This is to avoid distracting background noises.
6. The use of mobile phones to cause disturbance or to record the class during a Google Meet is strictly prohibited. The use of a screen record function on any device is also strictly forbidden.
7. Disruptive students can and will be muted and removed from a class. This will then lead to a discipline sanction (see Code of Behaviour.)

Teachers.

1. Teachers have overall control of the online interaction of their class. Teachers have the facility to turn off a student's camera and/or microphone as well as removing a disruptive student from a Meet.
2. Teachers are to communicate and work through their @asmlimerick.ie account only.
3. Teachers will be available according to their timetable, **insofar as practicable**. Google Meets should be scheduled according to the timetabled class.
4. Teachers will explore, train and support each other in the various models and apps available for distance learning. They will endeavour to use a mixture of apps and platforms to achieve an asynchronous model.
5. Teachers will endeavour to set relevant, achievable and regular work for students.
6. Teachers will turn off their notifications outside of school hours.
7. Teachers will not communicate with students outside of school hours unless the teacher deems such communication absolutely necessary.
8. Teachers will report any student not engaging in the Distance Learning process to the school. The school office, management and the HSCL officer will facilitate communication with the students and parents/guardians.

9. The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.

In the case of live classes on Google Meet:

1. Teachers will organise and inform students in reasonable time of the date and time of the live class.
2. Teachers will only share the link with the relevant students.
3. Teachers may or may not have their camera turned on, at least at the beginning of the class. If the teacher wishes to continue to have the camera turned on, even for a short length of time, a neutral background is recommended in the interests of privacy. Having the camera turned on, for any length of time, is entirely at the discretion of the teacher.
4. Disruptive students are to be muted/ removed from the class. This will then lead to a discipline memo.
5. Teachers will be the last one in the Google Meet. They will always end the session. Students must not be allowed to continue the meeting after the class is over.

Parents.

1. You should ensure that your daughter has her G Suite notifications turned on during the relevant times of between 08:50 and 17:00 and that she is checking regularly for assigned work.
2. Where Google Meet classes are being run, you should ensure your daughter is appropriately dressed and has a quiet space to work, free from distractions.
3. Google Meet classes should be viewed by your daughter only.
4. Any communication or queries you may have should be directed to the school office at 061-349014 or info@asmlimerick.ie

Resources:

- www.asmlimerick.ie
- ASM's Student Hub.
- Gleaned Learning Padlet Wall.
- Teacher Centre - Google for Education.
- PDST - Technology in Education website.
- www.teachercpd.ie
- www.scoilnet.ie
- www.webwise.ie

This Distance Learning Policy operates in tandem with the Acceptable Use Policy, the Code of Behaviour and all data protection laws which the school is bound by.

Signed:

Sr. Ena Quinlivan

Chairperson

Board of Management

Reviewed on:

Date:

Date of Review

Please read the attached school Acceptable Use Policy, sign and return this permission slip to your Year Head.

School Name

Name of Student:

Class/Year:

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 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 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 school work 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:

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. 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 the Internet 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 the Internet, it recognizes 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 the Internet 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

AUP CHECKLIST

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

Have AUP implementation issues arisen since the AUP was designed/revised?

Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?

Given that an AUP is in place, can the school confidently address the following scenarios?

A student is found using a chat room to arrange a face-to-face meeting with a friend.

The school uses filtering software but a student accidentally accesses a pornographic website while in your care.

A student publishes defamatory information on a personal website about a peer.

Has the AUP had a positive impact on curriculum delivery?

Has internal or external expertise assisted the formulation or reformulation of the AUP?

Has the AUP as a code of Internet use transferred to home use?

Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?

Are teachers' and students' Internet safety training needs being met?

