



Holy Spirit Junior Primary School Acceptable Usage Policy

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. It is envisaged that the School Authorities will revise the AUP regularly in line with developing technological issues.

This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying.

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:

- Internet sessions will always be supervised by a teacher.
- The school will monitor pupils' using school devices that have access to the internet.
- Uploading and downloading of non-approved software will not be permitted.
- The use of student's personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Services such as Aladdin, Class dojo and other social media can be used by the school to communicate with parents. These services, although not owned by Holy Spirit Junior Primary School, form part of our web services and all content that is placed on these services falls under this policy.
- Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.

Web browsing and Downloading

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials to the class teacher.
- Should serious online safety incidents take place, the school Principal, should be informed.
- 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.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not have access to chat rooms, discussion forums or other electronic communication forums outside of school approved sites.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

Content Filtering

Holy Spirit Junior Primary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Telephony/Video Conferencing

- Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.
- During times where face to face meetings are not possible staff may be requested to contact their pupils. Teachers and SNA's keep note of the calls or attempted calls. SNA's to report to the teachers the calls they have made. The purpose of the calls is to check in with the pupils. Staff are directed to block their mobile number or use the school main landline.
- During times where face to face meetings are not possible staff may be requested to video conference other professional organisations or parents. These meetings should be made in consultation with the School Principal. No unauthorised recordings of school business must take place.

Use of Video Calling to Facilitate Pupil's Education

- Parents should be aware of the terms and conditions of the platform being used (e.g. Zoom).
- Children should engage with the video call in a family space with a parent/guardian present so as to hear the content of the call.
- The username being used (for the purposes of the video call) should be the name of the child.
- Pupils should adhere to the school's policies including the anti-bullying and behaviour policy as is expected in a classroom environment.
- Pupils should not engage in other forms of online communication during Zoom calls (e.g., social media platforms).

- Recordings or pictures of zoom calls are **not** permitted and GDPR guidelines should be adhered to.
- Parents/Guardians will be required to set up each zoom call. Our Zoom sessions operate through 'Implied Consent', whereby allowing pupils to take part indicates parental consent.
- If a teacher finds that a pupil is not adhering to the set guidelines, they may be asked to leave the call.
- The link for video calls should not be shared with others.
- Parents/Guardians should revise the rules for Zoom with their child.
- Pupils/Parents/Teachers should be familiar with the relevant operations of the platform.
- The school's staff member will be the administrator of the call.
- The criteria for mandated child-protection reporting remains in place for online learning.
- Pupils are requested to be prepared for video calls and conduct themselves in a way that is not distracted to the learning of others.

Email messaging

- The use of personal email accounts is allowed by Staff members only, at Holy Spirit Junior Primary School.
- Staff members at Holy Spirit Junior Primary School will not use personal email to communicate with parents. Staff members can use their school email addresses (@holyspiritjps.ie) and *Aladdin Connect*, to communicate with parents.

Distance Learning

- Staff members at Holy Spirit Junior Primary Junior School will communicate with parents through the *Aladdin Connect* platform and will assign schoolwork while the school is open, or during forced school closures.
- Holy Spirit Junior Primary Junior School Teachers will post schoolwork, which may include links to youtube or vimeo videos. *Aladdin Connect* must be accessed and supervised by parents.
- Parents can post photos of their children's work to *Aladdin Connect*, which may include photos of their child. Class Teachers will correct the work posted and add encouraging comments where appropriate.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Holy Spirit Junior Primary Junior School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. by students, is not allowed in Holy Spirit Junior Primary School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Holy Spirit Junior Primary Junior School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Holy Spirit Junior Primary Junior School Community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Holy Spirit Junior Primary Junior School Community on social media.
- Staff and pupils must not engage in activities involving social media which might bring Holy Spirit Junior Primary Junior School into disrepute.
- Staff and pupils must not represent personal views as those of the Holy Spirit Junior Primary Junior School on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Holy Spirit Junior Primary Junior School:

- Students are not allowed to bring personal phones, smart watches with recording or image saving capabilities, or any internet-enabled devices into Holy Spirit Junior Primary School.
- Teachers can use their personal devices to take pictures and videos. Teachers must upload videos and pictures to the school website / school twitter account only. Teachers must delete all school related pictures and videos from their personal devices / cloud accounts within 12 hours.

Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Holy Spirit Junior Primary Junior School pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Cyberbullying

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

School Website – www.holyspiritjps.ie

The purpose having of a school website is to provide;

- Communication with parents regarding specific events & activities
- Communication with wider audience regarding positive advertisement of school & enrolment dates and other school related events
- Easy access to general school information
- Communication with wider audience of school life via photos of pupil's projects, notice boards, etc..
- Pupils with 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, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- The publication of student work will be coordinated by a teacher.
- Pupils will continue to own the copyright on any work published.
- Personal student information including home address and contact details will not be published on Holy Spirit Junior Primary Junior School web pages.
- The Holy Spirit Junior Primary Junior School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Holy Spirit Junior Primary Website account:

The purpose having of a school website is to provide;

- Communication with parents regarding specific events & activities
- Communication with wider audience regarding positive advertisement of school & enrolment dates and other school related events
- Communication with wider audience of school life via photos of pupil's projects, notice boards, etc.

Legislation

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

- Data protection (Amendment) Act 2003
- Child trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998
- The Data Protection Act 1998

This policy was created in February 2023 in consultation with the ISMT and Digital team and will be reviewed in school year 2025/2026 by the School Principal, Digital team and Board of Management.

Ratified by

Chairperson of Board of Management

Date