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| **COOLE NATIONAL SCHOOL** | |
|  | **Garadice,  Kilcock,  Co. Meath.  Tel: (046)9557538**  **Email:** [**cooleschool@gmail.com**](mailto:cooleschool@gmail.com) **Website:** [**www.coole**](http://www.coole)**ns.ie** |

**ACCEPTABLE USAGE POLICY**

September 2022 Acceptable Digital Technology usage policy   
   
Acceptable Digital Technology usage policy   
The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school’s Digital technology resources in a safe environment. Therefore, if the school AUP is not adhered to by pupils, appropriate sanctions, outlined in the AUP, will be imposed. Before signing, the AUP should be read carefully to ensure that the conditions of digital technology use are accepted and understood.   
This Policy will be reviewed as issues and matters arise relating to the acceptable use of IT.   
   
By Lisa Doyle  
   
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School Strategy   
Pupil Access to the Internet   
The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, creating content, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.   
Digital skills are now fundamental to preparation for living and working in this information age. The school will integrate such skills with teaching, learning and assessment, and staff will provide guidance and instruction to pupils in the appropriate use of Digital learning tools and devices, as outlined in this policy.

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

• Internet sessions will always be supervised by a teacher.   
• Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.   
• 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 external drives in school requires a teacher’s permission.   
• Students will observe internet safety rules at all times and will not undertake any actions that may bring the school or themselves into disrepute.   
• You tube (and similar sites) can be accessed only under the supervision and direction of the teacher.   
• Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.   
• Students will use the Internet for educational purposes only.   
• Students will be familiar with copyright issues relating to online learning.   
• Students will never disclose or publicise personal information.   
• 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.   
• 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 online   
• Students will note that sending and receiving email attachments is subject to permission from their teacher.   
• Parents and staff should only communicate through the official school email address (cooleschool@gmail.com) or teacher’s school email address rather than teachers’ personal email.   
   
  
• Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school. (Currently seesaw)   
• Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher.   
  
   
   
School Website   
• All class teachers are responsible for their own class page using it to display the work of the class e.g. Art Projects, Creative Writing, Science week activities etc..   
• The publication of student work will be co-ordinated by a teacher.   
• Pupils’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.   
• Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.   
• Personal pupil information including home address and contact details will be omitted from school web pages.   
• Pupils will continue to own the copyright on any work published.   
• Permission to publish a student’s work will be sought from pupils/parents/ through Aladdin connect. This permission may be   
withdrawn at any time.

Distance Learning   
In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Google Hangouts, SeeSaw, or other platforms   
approved by the Principal as “Online Platforms” to assist with remote teaching where necessary.   
The individual teacher using the Online Platform has signed up to the terms of service of the Online Platforms on behalf of the school and has enabled the most up to date security and privacy features which these Online Platforms provide.   
In the case where Google Classroom and Google Meet is used parents/guardians provide an email address that can be used by the student for the purposes of accessing lessons.   
In the case of zoom lessons an invitation will be sent to the email address provided by the parent/guardian. The teacher will use the waiting room facility to ensure only known   
participants are able to access the lesson/meeting.   
   
Parents/guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms. It is strongly recommended that the students participate in these lessons in a public part of the home.   
Teacher approved links to some YouTube videos that are deemed useful to explain or compliment work set may also be used as part of teaching and learning.

Coole National School’s Facebook page   
The purpose having of a school Facebook page is to provide;   
• Communication with parents regarding specific events & activities   
• Communication with new or prospective parents   
• Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates   
• Communication with wider audience of school life via possible communication tours -photos of pupil’s projects, notice boards, etc.   
• Communication between parents especially new parents   
Those using our social networking site must abide by the following;   
• Users cannot advertise products or services on our school Facebook page.  
• Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately.  
• Users should not ask to become “friends” with staff as failure to respond may cause offence   
• Users cannot tag or post photographs of children on the page   
• Users should not add comments that can identify children   
• To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.   
   
Filtering   
The school will use the Internet provided and filtered by the PDST Technology in Education.

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed.   
In Coole National School we are aware of the risks the internet poses however, we believe that the advantages to pupils having access to information resources and increased opportunities for   
collaboration far exceed the risk of disadvantages.

Ipads   
The class suite of ipads are managed by a central system and all applications are pre-approved before download. The pupils will use the ipads under the supervision of a teacher. Each child will be assigned a specific IPAD to use.   
   
Education and Internet Awareness   
Coole National School will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for children.   
Through education and awareness, we aim to limit our children’s susceptibility to it as they progress to secondary school. 21st  
 century life presents dangers including violence, racism and   
exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.   
   
Resources that may be used to implement this programme include:   
   
• NCTE Internet Safety Awareness Video   
• Use of the ‘Kids’ section on the www.webwise.ie website   
• Crime Prevention Presentation on Cyberbullying   
   
   
Legislation   
The school’s AUP is guided by the legislation below. Parents are recommended to familiarise   
themselves with the objectives of these Acts.   
   
• General Data Protection Regulation (EU) 2016/679   
• Child Trafficking and Pornography Act 1998   
• Interception Act 1993   
• Video Recordings Act 1989   
• The Data Protection Act 1998   
• Child Protection procedures for Primary and Post primary schools 2017   
• Children First: National Guidelines for the Protection and Welfare of Children   
2017

Support Structures   
The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.   
   
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 Acceptable Use Policy was presented to and ratified by the Board of Management on \_\_\_\_\_\_\_

**Coole N.S. Acceptable Usage Permission Form**

*(This form must be signed and returned to the school)*

I/We have read the attached school **Acceptable Usage Policy.**

**Pupil’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Parent’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil Agreement:**

I agree to follow the school’s **Internet and Imagery Acceptable Usage Policy** on the use of the Internet and Digital Imagery. I will act in a responsible way and obey all the rules explained to me by the school.

**Pupil’s signature or Parent/Guardian on behalf of Pupil:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Agreement – Internet**

As the parent or legal guardian of the above pupil, I have read the **Internet and Imagery Acceptable Usage Policy** and grant permission for my son/daughter or the child in my care to have access to 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.

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_