

**Achonry National School**  
**Achonry**  
**Tubbercurry**  
**Co. Sligo**



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**Registered Charity Number:**

## **Acceptable Use Policy**

### **Aim of the AUP**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually and update if deemed necessary. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created in June 2020, and recently updated in March 2024

### **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 an adult.
- **Filtering Software** is provided by our I.T. Contractor and is used through the school (Level 3 for pupils Level 4 for teachers) in order to minimise the risk of exposure to inappropriate material. This level is currently used the majority of schools in Ireland. It allows access to millions of websites including interactive educational games and 'You Tube', while also blocking access to websites

belonging to the 'Personal websites' category and the 'Social Networking' category. Therefore websites, Blogs and Apps such as MySpace, Snapchat and Facebook are not accessible within the school. The school and teachers will regularly monitor pupils' Internet usage.

- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety annually during Safer Internet Week, or when available.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission. These must be scanned before use. Each child must begin the school year with an 'empty' USB stick.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard. The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will be made aware of appropriate ways to use information sourced online in order to discourage plagiarism and copyright infringement.
- Downloading 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.
- 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.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example ( Accelerated Reader, [www.khanacademy.org](http://www.khanacademy.org) or Athletics etc... ).
- Usernames and passwords will be used to avoid disclosure of identity.
- **Face-to-face meetings with someone organised via Internet chat will be forbidden.**

### **School Website**

**The school website address is: [www.achonryns.ie](http://www.achonryns.ie)**

- 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.
- The publication of student work will be co-ordinated by the teacher in charge of the school website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs, audio or video clips will focus on group activities, where children will not be named individually.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not contain pupils' names.
- Personal pupil 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.
- Photos/videos may be used for the production of specific school events e.g.

Communion, Confirmation, End of year Book/DVD(6<sup>th</sup> Class), End of Year mass etc. These photos/videos/DVDs and the photos/videos on our website/App should not be shared, copied or posted to any social media or other website or published in any way by parents/guardians.

- Parents/guardians are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Pupils and parents/guardians are requested to ensure that online messages and/or comments to the schools social media sites (if/when applicable) are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Pupils will continue to own the copyright on any work published
  - The Principal and/or AP II Post holder will review the content of the website and the social media sites (if/when applicable) regularly. The principal and the Board of Management 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.

### **Email /Google Drive**

When and if the children are using Google Classroom and the GSuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.

- This will be relevant to staff only, nevertheless, students may be taught how to use email.
- 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 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.
- Teachers must be aware of who emails are being sent to.
- All emails are the property of the school, and must not be deleted without the permission of the teacher.

## **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet, skype, Microsoft Teams, Class Dojo or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with distance teaching where necessary.
- The school has and will signed up to the terms of service of the Online Platforms in use at present and in the future here in Achonry N.S.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of Google Classroom and Google Meet etc, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@school name.ie
- Parents/guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.
- Photos/videos may be used for the production of specific school events eg: Communion, Confirmation, End of Year book/DVD (6<sup>th</sup> class), End of Year Mass etc. These photos/videos/DVDs and the photos/videos on our website or school Apps should not be shared, copied or posted to any social media or other website or published in any way by any parent/guardian
- All information gathered during the course of this and any school closure is gathered for the purpose of assessment, recording of an online/distant learning work profile and for specific school productions/events e.g. Communion, Confirmation, End of Year book/DVD (6<sup>th</sup> class), End of Year Mass etc. All such information will be held until the child has completed their education in Achonry N.S.
- Staff members will adhere to school guidelines on the use of platforms for live engagement.
- If teachers or SNAs are using Zoom, parents/guardians email addresses will be used for children to access lessons or meetings. Parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms

## Netiquette

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

- ▶ Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- ▶ Students should be polite, use correct language and not harass others or provoke fights online.
- ▶ Students should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- ▶ Students should use trusted sources when conducting research via the Internet.
- ▶ Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – and can sometimes be shared and spread in ways you never intended.
- ▶ Staff/Tutors/Coaches attending regularly to provide extracurricular support may be given the school wifi with the permission of the principal (e.g. Music Generation teachers).

## Media

- Photographs/students work/videos or audio clips may be published on suitable education websites where it may be used to promote Achonry N.S. and/or may appear in other media such as newspaper articles or television clips.

## Personal Devices

Pupils using their own technology in school, or, on a school outing (tours, school trips, school related activities) such as (but not restricted to) a mobile phone, smartphone, camera, iPad, iPod, iPhone, smart watches, gaming device, kindles, laptop, tablet, or any other Recording/Image taking/Smart device **is in direct breach of the school's acceptable use policy**. The exceptions to the above are devices which have been specifically approved by the school, or other professional body, for educational purposes.

Any unauthorised devices found on school property will be immediately confiscated and parents/guardians will be contacted. The code of behaviour of Achonry NS will be applied.

Any images or recordings taken by class teachers on smartphones or other personal devices must be saved on the school's central location (e.g. GSuite) domain and/or on to the school affiliated website and then immediately deleted from source.

## Legislation

The school draws your attention to 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 1989
- The Data Protection Act 1988
- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013

## Support Structures and Education

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## Tips for Parents

It is very important that you listen to your child when they come to you with an issue relating to bullying. – not in printed version, remove?

- **Encourage your child to be careful about disclosing personal information.** Being conscious of when and where it is all right to reveal personal information is vital. A simple rule could be that the child should not give out name number or picture without your approval. Never give out personal information (PIN) etc. online everyone is a stranger. Don't talk to or accept anything from strangers.
- **Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives.** The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents.
- **Know your child's net use.** To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online.

Let your child show you which websites they like visiting and what they do there.

- **Encourage good Netiquette.**

Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters) not harassing others or provoking fights online. You should not read other's email or copy protected material.

### **Some Tips for Young People.**

**Do** trust your instincts. If it doesn't look or feel right it probably isn't. If you find something online that you don't like or makes you feel uncomfortable, turn off the computer and tell an adult.

**Do not** keep this to yourself! You are NOT alone! Tell an adult you know and trust!

**Do not** delete messages from cyber bullies. You don't have to read it, but keep it, it is your evidence. **Don't** send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a "Flame" (angry) to someone else. Once you've sent a message, it is very hard to undo the damage.

**Don't** open messages from people you don't know.

**Don't** reply to messages from cyber bullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they've got you worried and upset. They are trying to mess with your mind and control you, to put fear into you. Don't give them that pleasure.

### **What to do if you are cyber bullied.**

- Tell your parents or a trusted adult.
- Do not retaliate – this will only feed into the cyber bully and could make other people think you are part of the problem.
- Try to ignore the cyber bully.
- Block the bully from your site.
- Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.
- Show or give the record of bullying messages to your parents.

### **If the cyber bullying persists or gets worse, your parent or trusted adult can:**

- File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website's home page for reporting concerns.
- Contact the Gardaí if the cyber bullying contains any threats.



## **Communication, Monitoring and Review**

This policy was originally drawn up in October 2013.

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Achonry National School. It will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

## **Use of Information Technology ("ICT") Resources.**

Achonry National School's information and technology resources (e.g. e-mail, computers, laptops, iPads, computer applications, networks, internet and all other wireless communication devices, telephone, and voice mail systems etc. are school property and are provided solely for school related activities.

- ▶ Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.
- ▶ Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.
- ▶ Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff /student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

## **Sanctions**

Misuse of the Internet, including bullying or discrediting others, may result in disciplinary action, (see Code of Discipline/Behaviour) including written warnings, withdrawal of internet access privileges and, in extreme cases, suspension or expulsion (as outlined in the Code of Conduct booklet). The school also reserves the right to report any illegal activities to the appropriate authorities.

Mobile phones found in the possession of children during the school day will be confiscated and left in the office, where they may only be collected by a parent or guardian.

## **Roles and Responsibilities**

The Principal and staff have the responsibility to ensure the successful implementation of the Acceptable Use Policy at all class levels, to ensure the policy is followed as outlined above.

## **Jurisdiction:**

The school does not have an oversight role in the out-of-school use of technology among our pupils. However, we do take seriously our responsibility to raise awareness of technology related issues if/when they come to our notice. We will inform parents when we come upon evidence of inappropriate technology use and/or cyber-bullying and in more serious cases, we will inform our Garda Community Liaison Officer.

## **Timeframe Communication. Monitoring and Review**

This policy was reviewed in March 2024. It will be communicated to staff and the school community as appropriate and will be subjected to review in accordance with the systematic cycle of review of policies adopted in Achonry National School. It will be reviewed every second year unless there is a compelling reason to review it earlier.

## **Other Relevant Policies:**

- ▶ Remote Teaching and Learning Plan
- ▶ Anti-Cyber Bullying Policy

The policy is communicated to the members of the BOM and is available to the wider school community through the school website. All Achonry NS policies are available for inspection in the school

**Achonry National School**  
**Parent/Guardian Acceptable Use Agreement/Acceptance Form**

**Parent/Guardian**

Internet Access:

I have read the AUP and grant permission for my child to access the internet. I understand that internet access in our school 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 materials.

School Website:

I accept that my child's school work/image/recordings may be chosen for inclusion on the school website in accordance with the guidelines of the school AUP

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

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**Using the hardware ( laptop's, iPad's etc.):**

1. I will not access other people's files;
2. I will not use any electronic device (including CD-ROMs, memory sticks, digital storage devices etc. This list is not exhaustive) without the permission of the teacher;
3. I will treat all of the computer equipment with respect.

**Using the Internet:**

1. The use of the Internet is for educational purposes only;
2. I will not use the Internet, unless given permission by a teacher;
3. I will report any unpleasant or inappropriate material to my teacher immediately because this will help protect other pupils and myself;
4. I understand that the school may check my computer files and may monitor the Internet sites I visit;
5. I will not complete and send forms without permission from my teacher;
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites;
7. I will not upload or download non-approved material.

**Using e-mail:**

1. I will ask permission from a teacher before checking the e-mail;
2. I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
3. I understand that e-mail messages I receive or send are the property of Achonry N.S. and may be read by others;
4. The messages I send will be polite and responsible;
5. I will only e-mail people that have been approved by my teacher.
6. I will only send an e-mail when it has been checked by a teacher;
7. I will not give my full name, my home address or telephone number or that of anyone else;
8. I will not send or open attachments without the permission of the teacher.

**I understand that failure to comply with the rules will mean withdrawal of Internet privileges and or further sanctions.**

Signed Student: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

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

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

## **Staff Internet Acceptable Use Policy**

### **Staff use of Email and the internet**

Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research and for contact with others.

Each member of staff has access to the school email address as part of his/her work, protected by the use of a confidential password, which should be kept secure.

Staff have been made aware of the importance of security and data protection on our online administration system. Usernames and passwords are kept confidential and passwords will be changed on an annual basis.

The use of email for personal use is acceptable outside of teaching hours.

When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

All users are expected to communicate in a professional manner.

It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.

A serious breach may be treated as a disciplinary matter.

No person will in any way alter the filtering preferences.

This Policy was presented to the Board of Management on the \_\_\_\_\_

\_\_\_\_\_

Chairperson of Board of Management

\_\_\_\_\_

Cora Kivlehan, Principal

**Ratified by the Board of Management on Date:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Chairperson, Board of Management**

This Policy was reviewed in March 2024. The Policy will be ratified by the Board of Management on the \_\_\_\_\_ or as and when necessary.