BSP Acceptable Use Policy (AUP)

The aim of this AUP is to ensure that all Bray School Project pupils, teachers and interest users will benefit from learning and communicating 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

School and parent representatives will revise the AUP regularly. Before signing please read the AUP carefully to indicate that the content is acceptable and understood.

AUP

School 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:

- Internet sessions will always be supervised by a teacher or responsible adult
- Websites will be previewed before being integrated into lessons
- Access will be allowed only to a listed range of approved sites to minimise the risk of exposure to inappropriate material
- Pupil's internet usage will be monitored regularly. Where possible each child will have an assigned ipad for working on
- Training in research techniques specific to the internet will be provided
- 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 memory sticks or CD-ROMs or other digital storage media in school requires teacher's permission
- Pupils will treat others with respect at all times and will not do anything to bring the school into disrepute
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media:
  - Isolated or once-off incidents of offensive or hurtful text message or other private messaging do not fall within the definition of bullying and should also be dealt with, as appropriate, in accordance with the school's Code of Behaviour.
  - However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

World Wide Web

- Pupils will use the internet for educational purposes only
- Students will not publish personal information i.e. names, addresses, phone numbers etc.
- Pupils will not interfere with another person's files, username or passwords
- Pupils will not upload, download or transmit material that is copyrighted without acknowledging the source

- Students will not intentionally visit Internet sites that contain obscene, illegal, hurtful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials to a teacher or supervisor.
- 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
- BSP promotes positive Digital Citizenship from all. We avoid negative conversations about children, staff or parents on any internet platforms
- Parents and guardians are encouraged to regularly check their child's online activity/digital footprint
- Many social media sites have minimum age requirements. While the school takes no responsibility for social media sites, we would advise parents to not allow their children create a social media account.

GSuite for Education Accounts

- A school GSuite for Education account is to be used for educational purposes only.
- Pupils have no access to email or online chat functions as part of their GSuite account.
- Written permission from parents is requested prior to setting up a GSuite account.
- Pupils will not reveal their or other peoples' personal details e.g passwords.
- Please see Appendix 1: G Suite permission slip and information

School Website www.brayschoolproject.ie

- Pupils will be given the opportunity to publish projects, artwork or school work on the website.
- The publication of this work will be coordinated by a teacher or responsible adult
- 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
- Photographs will focus on groups of children during activities, not identifying children by name. In consultation with their children, parents will indicate that permission for this has been given. This is completed on Aladdin.
- Occasionally photos of individual children may be published on the school website. In this event permission from both parents and child will be sought.
- The school will ensure that the image files are appropriately named. They will not include pupils' names in files or ALT tags if published on the website.
- Personal pupil information including home addresses and contact details will NOT be featured on the school website
- Pupils will continue to own the copyright on any work published

Mobile Phones/Electronic Devices

- The school acknowledges the usefulness and practicality of our school electronic devices and recognises their potential as an educational resource

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class or on the school grounds is in direct breach of the school's acceptable usage policy
- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy

Legislation

- Staff, parents and pupils should familiarise themselves with the relevant legislation:
  a) Data protection (Amendment) Act 2003
  b) Child Trafficking and Pornography Act 2003
  c) Interception Act 1993
  d) Video Recordings Act 1989
  e) The Data Protection Act 1988
  f) Anti bullying guidelines for Primary Schools 2013

Support Structures

Bray School Project N.S. endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber-bullying talks for pupils from 2nd – 6th class.
- The school will provide Internet Safety and Cyber-bullying talks for parents and guardians.
- The children in 5th and 6th class will engage in the Webwise and Stay Safe programmes to support their Internet Safety
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and cyber bullying
- 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 and withdrawal of access and privileges as outlined in the school's Code of Behaviour
- Bray School Project N.S. also reserves the right to report any illegal activities to the appropriate authorities

Review

This policy was reviewed in Term 2 2020 and will be updated in line with department guidelines

Ratification

This policy was ratified by the BOM on

Distance learning due to Covid-19 outbreak 2020

please see DIstance Learning Policy October2020 for more details

- The school staff engage in online teaching through Aladdin, Seesaw, G Suite and staff emails to parents to set work for the children and receive pieces of completed work
- Teachers will attach links to useful websites and resources
- Staff will engage in zoom meetings with the children following Protocol for Zoom meetings. Please see Appendix 2
- Parents/Guardians have been emailed a copy of guidelines for parents when setting up Zoom for their child. See Appendix 3