



Taunagh N.S., Riverstown, Co. Sligo.
071-9165605 taunaghns@gmail.com
Uimhir Rolla: 13196R



Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the many learning opportunities offered by the school's online resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the AUP will be revised as the need arises given the ongoing developments in technology. The AUP should be read carefully by all in the school community and explained to pupils in an age appropriate manner, to ensure that the conditions of use are understood and accepted.

This version of the AUP was original devised on the 18th October 2016

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 in school will always be supervised by a teacher or other adult.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Pupils will be provided with training in the area of Internet safety using Webwise and other suitable resources (e.g. My Selfie and the Wider World) from 1st Class to 6th Class. There is also a unit on Cyberbullying in the Stay Safe programme.
- Staff engage in CPD through collegiate collaboration and are afforded opportunities to attend training sessions in Sligo Education Centre.
- Uploading and downloading of non-approved software will not be permitted.



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- Virus protection software will be used and updated on a regular basis (ESET Anti-Virus).
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's prior and explicit permission.
- Pupils' phones may not be used in school.
- Pupils must treat others with respect at all times and must not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils must report accidental accessing of inappropriate materials to the class teacher or supervising adult.
- Pupils must use the internet in school for educational purposes only.
- Pupils must not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils must never disclose or publicise personal information online.
- Downloading materials or images, not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils must 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

- The school account is office@taunaghns.ie and is used by the principal and secretary. An email account has been set up for the Senior Room – principal@taunaghns.ie , Junior Room – rummy@taunaghns.ie and one for the Special Education Teacher – sreynolds@taunaghns.ie Staff will not use personal email accounts to communicate with parents.
- The email account for pupil iPads and laptops is taunaghpupils@gmail.com. Pupils must only use, where appropriate and necessary, approved class email accounts under supervision by or permission from a teacher. Pupils do not have the passwords for these accounts and can only use the pupil account with teacher supervision.
- Pupils must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.



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- Pupils must not reveal their own or other people's personal details, such as addresses, telephone numbers or personal pictures/images.
- Pupils must never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils must note that sending and receiving email attachments is subject to prior and explicit permission being received from their teacher.

Internet Chat

Pupils are not permitted to use any internet chat rooms and discussion forums in school. Any changes in policy regarding the use of internet chat rooms and discussion forums in school must be discussed as a whole staff and approved by the school's Board of Management.

School Website and Facebook Page

- The class teachers are the only people authorised to add or change content on the school website.
- Teachers publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be uploaded to the school's website.
- The school's website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher. Pupils may not independently upload material to the school website.
- 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.
- Students' personal information including surnames, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- The two class teachers are the administrators for the school Facebook page and take responsibility for posting news and photographs. This page is closely monitored to ensure no negative comments are posted.



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Personal Devices

Pupils may not bring or use their own technology or smart phones in school.

Pupils are prohibited from using their own personal devices to access the school Wi-Fi network.

Tools for Distance Learning

In the event of a continued school closure (more than 2 consecutive days) or the need for learning from home, the following tools will be used to accommodate distance learning. Parents will be the point of contact for setting up these tools and will provide consent by allowing their child(ren) to use the tools.

- Microsoft Teams – each pupil has their own account and log in details. Other pupils cannot view their peer’s work or comment. The teacher approves each submission of work and can comment in order to provide feedback.
- Microsoft Teams Calls –to cater for live class meetings. The teacher is the host and ensures that there are rules in place for a live lesson.
- Maths websites – to allow pupils to complete maths tasks appropriate to their class level. The teacher will create these accounts and communicate the login details to parents. Examples include Mangahigh, Khan Academy and IXL.

Legislation

The attention of staff is drawn to the following legislation which is available online:

- Anti-Bullying Guidelines for Primary Schools (2013)
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988



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Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the internet on the school website/Facebook page or through parent information sessions/information brochures.

Sanctions

Misuse of the internet or other breaches of the school's AUP will result in disciplinary action. These actions may include written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion from the school. The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed: _____

Date: _____

Chairperson Board of Management

Signed: _____

Date: _____

Principal

14th March 2023



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Parent/Guardian Permission Form

Please review the Internet Acceptable Use Policy on the school website, sign and return this permission form to the Principal.

Name of Pupil: _____

Class: _____

Pupil

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.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or 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 pupils 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 schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Signature: _____

Date: _____