Scoil Ghormáin Naofa

Castletown, Gorey, Co. Wexford

Chairperson: *Acceptable Use*  School Principal:

Joe O’Shaughnessy *Policy*  Emer Russell

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly in line with developing technological issues.

The original version of the AUP was created on 16/09/2020 and will be reviewed every two years.

This version was reviewed by Parent representatives from the Parents’ Association, the parent body and the Board of Management and staff.

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.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor pupils’ Internet usage.
* Students and teachers will be provided with training/resources in the area of Internet safety.
* 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 will need prior permission from a teacher. This would be in the instance where a student may be presenting a project/presentation
* Students will not be permitted to use any form of social media.
* Ipads will be used for research on curricular topics and use of pre-downloaded educational games only.

School website: [www.castletownnationalschool.ie](http://www.castletownnationalschool.ie)

Twitter: @Castletown\_NS

Facebook page: Scoil Ghormáin Naofa.

Home/school communication app: Class Dojo – not visible to the public. Parents have unique login

Permission is sought in advance of any pictures being uploaded of children’s faces to Twitter, Class Dojo and website. This is in enrolment form. Currently, pictures where faces are identifiable are not uploaded to Facebook, unless in exceptional circumstances where permission has been sought.

***The purpose having of a school website account is to;***

* Publish samples of work
* Upload galleries of pictures of the student body engaged in school activity
* Update parents with information
* Provide information on school to visitors
* Provide links to parents that support learning

***The purpose having of a school Twitter account 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 & enrolment dates
* Communication with wider audience of school life via photos of pupils’ projects, notice boards, etc.
* Communication with other schools and accounts with similar educational interests

**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 pupils’ projects, notice boards, etc.
* Communication between parents especially new parents
* Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook

***The purpose having of a school Class Dojo app is to provide;***

* Day to day housekeeping information from principal and teachers
* To notify parents of events, PE tracksuit requirements etc
* To share positive class stories
* To mark events on a school wide basis
* To send notice re absence of a child
* Photographs of school life and activities for parents to enjoy
* Parents with the opportunity to post positive comments if they wish

***Class dojo is not intended to be used as a complaints forum. A request for an appointment/phonecall may be made through Class Dojo or by contacting school secretary on 0402 37596.***

***Teachers will check Class Dojo for messages a little before and a little after school and occasionally throughout the day. Contacting teachers outside these hours is not considered appropriate. Messages may be left on school phone at 0402 37596.***

**Personal Devices**

Under our Mobile Phone and Electronic Device Policy, personal devices are not allowed in school. If for a safety concern (i.e. contacting a child just after school), parents should contact the office to notify and the phone will be held there until end of day when the child can reclaim it.

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s Acceptable Use Policy.

**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. This information will be available on the school website and useful resources will be communicated to parents as we receive them

**Remote Learning**

* If for some reason, like Coronavirus, school is shut down for an extended period of time, remote learning opportunities will be provided.
* Teachers will upload a plan at 9am for the day. There may be an occasional delay if teacher has wifi connection issues. If the teacher is sick, there may be a change that day but will be reviewed on a case by case basis.
* Normal school holidays will be observed
* As with school, teaching styles will vary from teacher to teacher
* Completion of set work is the responsibility of the parents. Photos of the completed work may be sent to teachers via Class Dojo messenger and feedback will be given where appropriate
* Differentiation of work will be provided for students with special education needs
* SET teachers will work with class teachers in providing differentiated work.
* Children who cannot attend school due to being in the Very High Risk category for Covid, will be provided for under the Continuity of Schooling Document published by the Department of Education.

**Digital Learning Framework**

The [Digital Learning Framework](https://www.education.ie/en/Schools-Colleges/Information/Information-Communications-Technology-ICT-in-Schools/DLF.html) has been developed to assist schools in effectively embedding digital technologies into teaching and learning. It provides clarity for school leaders and education providers in how to create a shared vision for how technology can best can meet the needs of all learners. This policy is underpinned by the school’s Digital Learning Strategy

**Ratification and Review**

This policy was presented to the Board and ratified on 16/09/2020. The policy will be subject to periodic review.

The date from which the policy will apply is the date of adoption by the Board of Management. Implementation of the policy will be monitored by the Principal of the school.

**Signed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

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