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**Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from digital teaching and learning in a safe and effective manner. All of our children and young people must be prepared to learn, work and live in a digital world, however it is imperative that engagement with digital technology is always conducted in a safe and responsible manner.

**School’s Strategy**

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

**General**

* The permission form will be signed by all new entrants to the school.
* Digital learning will always be supervised by a teacher in school and a parent at home.
* Content filtering is an essential element of the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. At home parents are advised to apply their own content filter and monitor the sites used by their children.
* The school will regularly monitor pupils’ Internet usage.
* Uploading and downloading of non-approved software will not be permitted.
* The Schools Broadband Programme provides anti-virus control and a centralised firewall.
* Pupils will observe good “netiquette” (i.e., etiquette on the Internet) at all times and will not undertake any actions that they would not want their teachers or parents to observe.
* Children are not permitted to have mobile phones or other digital devices in school or on any school outings.

* Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will use the Internet for educational purposes only.
* Pupils will be familiar with copyright issues relating to online learning.
* Pupils will never disclose or publicise personal information.
* Pupils 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.
* Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Pupils will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
* Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
* Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
* Lessons on cyber safety and digital citizenship will be taught annually to all classes. Information and links will be shared regularly with parents.

**School Website Seesaw and Aladdin**

* All information, photos and videos are shared with parents and teachers via Aladdin, Seesaw and school email.
* All sensitive information such as reports and student files is stored securely on Aladdin.
* Pupils will be given the opportunity to publish projects, artwork or school work on digital learning platforms.
* The publication of pupils' work will be coordinated by a teacher.
* Pupils’ work will appear in an educational context on digital platforms with a copyright notice prohibiting the copying of such work without express written permission.
* Digital photographs, audio or video clips of individual students will be published on the school website where parental permission has been granted. 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.

**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. It is important that parents/guardians are aware of our Anti-Bullying Policy in relation to Social Media- posting. A once-off offensive or hurtful public message, image or statement on a social network site or other public forum where it can be viewed or repeated by other people is regarded as bullying behaviour.

**Sanctions**

We will adhere to our school’s Code of behaviour and Anti Bullying policies in dealing with any negative digital activity.

**Parent/Guardian Consent**

It is understood that all parents and guardians have read this Acceptable Use Policy. It is assumed that all parents understand that Internet access is intended for educational purposes and  that every reasonable precaution has been taken by the school to provide for online safety. If however you as a parent or guardian do not want your child to have personal access to the internet whilst in school, please contact us and we will arrange for your child to be exempt from online activities.

**When parents are enrolling new students to the school we seek written consent from them for their children to be included on our website and on our Seesaw account as follows:**

**School Website**

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork or image (photo or video) may be chosen for inclusion on the school’s website.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seesaw( online learning platform):**

All classes will be using Seesaw (http://seesaw.me), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and they can be shared privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child’s name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn’t advertise in Seesaw, create profiles of students, or share or sell your child’s personal information or journal content.  You can read more about their strong privacy promises here: https://web.seesaw.me/privacy.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

Please sign below and return this permission slip so that your child can use Seesaw.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This policy was reviewed by the Whole school community in February 2023**

**and ratified by the Board of Management on: 13th Feb 2023**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson, Board of Management

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