Scoil an Chroí Naofa
Baile na nGall
Baile Átha Cliath 11

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Ballygall
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Principal:
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SACRED HEART BNS

ACCEPTABLE USE OF TECHNOLOGY POLICY

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP, Code of Behaviour, Anti-Bullying and Anti-Cyber Bullying policies – will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Devices and Technology Covered:

Sacred Heart BNS may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices (for instance iPads), Chromebooks, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

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:

1. **General Strategies:**
   - 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.
   - 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

2. **Internet Use:**
   - Students will be taught specific lessons on online safety by teachers.
   - Students will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
   - In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
   - The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
   - Students will not upload, download or otherwise transmit material that is copyrighted on school Devices.
   - Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
   - Students will not examine, change or use another person's files, username or passwords.
   - Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
   - 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.

3. **Email/Messaging:**
   - Students, should they require the use of email, will use approved class email accounts under supervision by or permission from a teacher.
   - 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 without permission from adult.
   - 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.

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4. School Website/Social Media Pages:

- The school's website address is: www.sacredheartballygall.ie.
- The School's Social Media pages are: SHBNSBallygall
- The School uses the Aladdin App which is known as Aladdin Connect.
- 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/social media pages as per the below consent form. Consent for this can also be sought through the use of Aladdin Connect. Teachers will coordinate the publication of this material.
- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's 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 via the consent form below or via Aladdin Connect. Children will never have their full name alongside any picture or video image of them
- Photos/videos on our website/social media should not be copied or reposted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board 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

5. Personal Devices:

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- The pupils in Sacred Heart BNS are not permitted to have a mobile phone or any device that can send or receive messages or calls or any device that can record audio or video switched on while on the school premises and grounds. They are asked, if a device is required for them for the immediate aftermath of the school day, to leave it with their teacher for safe keeping.
- Pupils in 5th and 6th class are permitted to bring a mobile phone/device to school, have it switched off and submitted to their teacher. Children in other classes are not permitted to have a mobile phone on campus at any time. If parents feel there is a compelling reason for their child in a younger class to bring a mobile phone to school, they can discuss this with the class teacher, who will, in conjunction with the Principal decide whether or not to grant a special request.
- If any child in the school is found to be in possession of a mobile phone during school hours or is found to be using a mobile phone or other device while on campus, that phone/device will immediately be confiscated by an adult and given to the Principal. The parents of that child will be contacted and the phone/device will be returned to the parents only.
- Other devices that have remote access to the internet such as tablets, laptops or gaming devices and any device that can record photographs or videos are not allowed to be brought to school by any pupil unless permission is given by a teacher.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be transferred to the school server and/or uploaded to our school social media page and then immediately deleted from source.

6. **Support Structures and Education:**
   - The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
   - At least every 2-3 years, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
   - Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Social Media:

- Pupils must not use social media and the internet in any way to harass, insult, abuse or defame anyone.
- Pupils must not discuss personal information about pupils, staff and other members of the Sacred Heart school community on social media.

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- Pupils must not engage in activities involving social media which might bring Sacred Heart BNS into disrepute.
- Pupils, Parents/Guardians and Staff must not represent their personal views as those of being Sacred Heart's on any social medium.
- This policy should be read in conjunction with our Anti-Cyber Bullying Policy.

Cyber Bullying:

- When using the internet pupils are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Sacred Heart BNS to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school. Again, this policy should be read in conjunction with our Anti-Bullying Policy and Anti-Cyber Bullying Policy.

Images and Video:

- At Sacred Heart BNS pupils must not take, use, share, publish or distribute images of others without the permission of the teacher.
- Taking photos or videos on school grounds or when participating in school activities is not allowed unless sanctioned by a teacher.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- As stated above, images of children will only be posted online by staff when permission has been granted by parents/guardians through the below permission form, or through permission granted via Aladdin Connect.
- As stated above, any images taken by teachers on personal devices will be deleted from that device at the earliest possible time once the image has been used for school purposes.

Remote Learning:

In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom, Seesaw, Loom, Aladdin Connect, telephone, email or other online platforms approved by the Board of Management as platforms to assist with remote teaching and the upkeep of communication between staff and parents/pupils.

The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide.

Parents/Guardians must agree to ensure their child's behaviour during remote learning periods adheres to the Sacred Heart BNS Anti-Bullying Policy, Anti-Cyber Bullying Policy, Code of Behaviour, Acceptable Use of Technology Policy and other relevant policies.

Further details regarding remote learning are outlined in our dedicated Remote Learning Policy and this policy should be read in conjunction with that.

Remote Learning and Online Etiquette

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- Staff members can share information with pupils and their families via Aladdin or through an established app (e.g. Seesaw). Staff members will not respond to messages from parents on such apps as Seesaw, but will be available at their school email addresses.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (including, but not limited to Zoom, Seesaw, Class Dojo)
- Sacred Heart BNS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives

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an email like this makes contact with the principal and agrees a suitable means of communication with sender.

- Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.
- Staff and parents/guardians should deal with grievances in an appropriate manner and through appropriate means. It is unacceptable for such matters to be aired over social media or messaging apps, such as Whattsapp. Instead, grievances should be brought to the principal or relevant staff member. The school can request the deletion of messages and posts that contravene this principle.

Sanctions:

Misuse of the internet may result in disciplinary action in line with the Code of Behaviour, Anti-Bullying Policy and Anti-Cyber Bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities. In-school access to the internet will be withdrawn from students who fail to maintain acceptable standards of use.

This policy has been compiled in consultation with staff, parents/guardians and Board of Management.

This policy was ratified by the Board of Management on _____

Signed by Chairperson _____

Signed by Principal _____

To be reviewed in March 2027 or it will be reviewed and amended as required within this timeframe.