

St John the Baptist Infant Girls' School
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath 3

Principal: Dearbhla O'Driscoll
Chair, Board of Management: Paul Nolan

ICT Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This AUP was created by the Principal, Teaching Staff and Parents' Representatives of St. John the Baptist IGS and approved by the Chairperson of the Board of Management.

School's Strategy

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

General

- All school computers are password protected and encrypted.
- Staff will access the internet for educational purposes only.
- 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 internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- Teachers will be provided with training 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.

World Wide Web

- As far as possible/practicable, teachers will have visited the site beforehand and will have checked all links to ensure it is age appropriate.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise personal information.

School Website

- The school website will be an information site. It will generally contain enrolment information, school calendar, school policies and Parents' Association newsletters.

Aladdin Connect

- Pupils will be given the opportunity to publish projects, artwork or school work on *Aladdin Connect*.
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on *Aladdin Connect*.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages/ *Aladdin Connect*.
- Pupils will continue to own the copyright on any work published.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use *Teams* or *Aladdin Connect* or other platforms approved by the principal to assist with remote teaching where appropriate.
- Under no circumstances can pictures or recordings be taken of video calls.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents or guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- Parents/ guardians prior consent will be sought to use their email addresses, as the pupils do not have their own email addresses. For video calls permission parental permission is implied, as the link to the video call will be communicated via the parents'/ guardians' email address. Essentially by virtue of the pupil logging on to the call, permission is assumed.
- Links should not be forwarded on to any other parties other than those it is intended for.
- 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 (*Teams, Loom, Aladdin Connect*).
- Where applicable, for security reasons, passwords will be provided to families
- St John the Baptist IGS cannot accept responsibility for online platforms in the event that they are hacked
- Communication using a mobile phone will not be frequent but in the rare occasions where it is necessary, staff members will ensure that their caller ID is private.

Sanctions

- Misuse of the Internet by staff or pupils may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

Ratified by the Board of Management 15.09.2020

Paul Nolan

Chairperson, Board of Management

Notes for Staff

Resources to use when teaching the children about internet safety:

- Lessons from the www.webwise.ie site
- Scoilnet's internet safety theme page http://www.scoilnet.ie/online_safety_primary.shtm

Any items that you want to show the children on the internet need to be checked out by you first e.g. Google images.

While researching items online to show the pupils please use the 'Freeze' button on the projector's remote control until you are happy that the content that will be projected onto the screen is appropriate.

Utilise Google's strict search filter.

Important Information for all Staff

1. Personal Internet Use

- Personal internet use is only permitted outside of teaching hours. Staff must ensure that all sites and material accessed are appropriate for a school setting.

2. Personal E-mail Use

- All electronic communication between staff should be done via staff Aladdin/ the staff members school email, as opposed to their personal accounts. It is important that all staff check their school email and Aladdins account regularly.
- Access to personal e-mail accounts is only permitted outside of teaching hours. Teachers must ensure that e-mails accessed are appropriate for a school setting and must not open any e-mails that they suspect may contain any virus or inappropriate material.

3. Personal Printing

- Teachers are permitted to utilise school printing resources for personal use in exceptional circumstances and then only in a limited manner. If a teacher wishes to utilise school

resources to print personal material they must first get permission from the Principal or Deputy Principal.