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## **Acceptable Usage Policy (AUP)**

This AUP aims to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources safely and effectively. Internet use and access are considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the board of Management and Teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

### **Teaching and Learning**

#### **Internet Access**

- The Internet is an essential element in 21st-century life for education, business and social interaction.
- The school must provide pupils with quality Internet access as part of their learning experience.
- Internet use will enhance learning.
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the pupil's age.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation.
- Pupils will be shown how to publish and present information to a wider audience.
- Pupils will be taught to evaluate Internet content.
- The school will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content.
- Pupils are not allowed to sign up to any site without their teachers' permission.

#### **School's Strategy**

The school will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will always supervise Internet sessions.
- Websites will be previewed/evaluated using the NCSE's / PDST's / Oide's Technology in Education website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated by Schools Broadband.
- The school will regularly monitor and archive pupils' Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal memory sticks or other personal digital storage media in school is not allowed.
- Students are not permitted to take any unauthorised digital pictures with any device in school.

#### **World Wide Web**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of Internet access.
  - Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
  - In the event of accidentally accessing any of the above sites, the Student will immediately turn off the monitor and report the incident to a teacher or supervisor.
  - Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
  - Students will not upload, download or otherwise transmit material that is copyrighted.
  - Students will not disclose or publicise personal or confidential information for example classmates' home addresses, telephone numbers, names and locations of their school.
  - Students will not examine, change or use another person's files, user name or passwords.
  - Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

### **World Wide Web Access**

- The school now uses iPads & Chromebooks in all of the classrooms and activity areas in the school. These devices use a wi-fi connection for broadband educational services. This has been set up by the school and is password and firewall-protected for use within the school area. Under no circumstances is a pupil or teacher allowed to change these internet connections and protections. Changing settings can allow these devices to access a wi-fi broadband connection from outside the school area that is not school-approved and firewall-protected for the safety of the pupils.
- It is not acceptable to download or install programs to a school-owned computer unless previously agreed with the Principal or ICT coordinator.
- Attempt to introduce a virus or malicious code.
- Attempt to bypass network and systems security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking or cracking software/system.
- Connect or install a Wireless Access Point directly to the network or via a computer.
- Connect or install any form of internet access device such as modem, broadband or internet-enabled mobile phones directly to the network or via a computer.
- Access, download, create, store or transmit material which is indecent or obscene, material which could cause annoyance, offence or anxiety to other users, or material which infringes copyright, or material which is unlawful.
- Engage in activities which is wasteful of technical support time and resources.
- Use of the Internet for non-educational activities. Internet use is monitored by our Sonicwall and staff are informed of internet traffic logs.

### **Personal Devices**

#### **Pupils are not permitted to use their digital technology in school**

### **Social Networking**

- Pupils and teachers must not connect a personal smart device to the school network for social networking purposes.
- The use of social networking sites is not allowed within the school. Pupils may be involved in class projects where they communicate with other schools but this is always communicated through the class teacher. Parents are asked to be very aware and observant of what activities and communications their children are engaging in on the internet and with smart devices outside of the school day.
- The school would recommend visiting [www.webwise.ie](http://www.webwise.ie) for advice and suggestions.

### **Email**

- Students will use approved class email accounts under the supervision or permission of 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 refrain from sending on-chain letters or forwarding messages without the permission of the sender.
- Students will not reveal their own or other people's details, such as addresses telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to teacher-approved chat rooms or discussion forums guided by the ScoilNet or Oide website.
- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be teacher-supervised.
- User names will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.
- Skype/Google Meet may be used for contacting other children/schools for project work or pen pals. This will only be done under teacher supervision.

### **School Website / School Brochures / School Promotional Materials**

- Pupils will be allowed to publish projects, artwork or school work on the World Wide Web
- A teacher will coordinate the publication of student work.
- 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.
- Photographs of individual students will not be published on the school website. Instead, photographs will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published

### **Legislation**

In developing this policy the following legislation has to be considered.

- **Data Protection Act 1988**

The Data Protection Act 1988 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website.

- **Data Protection (Amendment) Act 2003 - revised - Updated 14th Oct 2014**
- **Child Trafficking and Pornography Act 1998**
- **Interception Act 1993**
- **Video Recordings Act 1989**
- **Data Protection Act 1998**
- **Data Protection Act 2018**

### **Sanctions**

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

### **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. Teachers will instruct on the appropriate use of the internet and how to use it safely. We use the services of Oide/PDST Technology in Education, [www.webwise.ie](http://www.webwise.ie) and [www.safety.ie](http://www.safety.ie)

### **Review**

This policy was established in 2004 and is regularly updated as developments in technology continue to impact education in particular. We will continue to revisit this policy and keep it in line with any future developments which require attention

## Distance Learning Policy

### Rationale:

St Mark's Senior N.S. recognises that online collaboration is essential to distance learning and may provide access to a variety of online tools that allow communication, sharing, and messaging among staff, students and parents.

### *While engaging in remote or distance learning the following guides shall apply-*

- Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example (Google Meet/ Hangout, Zoom, Google Classroom).
- These services, although not owned by St Mark's S.N.S., form part of our web services and all content that is placed on these services falls under this policy.
- Any electronic forms of communication will only be used for educational purposes.
- When using these communication forums, parental permission for the child is implied, as the links for lessons are being communicated through parents. Essentially, by the children logging in to the resource, permission is assumed.
- The Parents must supervise the children on their end.
- Usernames and passwords will be used to avoid disclosure of identity where possible.
- St Mark's S.N.S. cannot accept responsibility for the security of such online platforms in the event they are hacked.
- Each staff member has been issued with a dedicated email address which they can use to make contact with parents.
- All communication with staff members must be from parents, not children. This can be done using email.
- For face-to-face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent's email.
- Although communication using a mobile phone is not the first resort, in the rare exception where it is necessary, staff members should change their settings on their phones so the recipient of the call sees "No caller ID".

### Video Conference/Live Call or Lesson

#### Protocols For Staff:

When using the video conferencing app, Zoom, or Google Meet please follow these guidelines;

1. Use your class email address when setting up the Zoom/other account for class video conferencing
2. Familiarise yourself with the application before use, especially the functions - muting, sharing and 'hands up' options.
3. Only admit participants from the waiting room whose email addresses you are familiar with - it may be helpful if you have a list of the email addresses of the parents to hand, as they wait to be admitted
4. From the outset be clear with the ground rules regarding the children's participation in the meeting e.g. use of hands up, muting etc. Below is an example of good practice in this regard but you can use whatever is appropriate for your context.
5. Consent for children using Zoom/other is assumed (see bullet point 5 above)
6. If at any point you feel uncomfortable, end the call immediately and report your concerns to management.
7. For security reasons generate a new meeting ID and password for each Zoom/other meeting you hold.


8. The teacher will be the last person to leave the video conference/live call or lesson.

**Protocol for children**

1. Set up the device in a quiet space with no distractions in the background where possible.
2. Join the class with your microphone muted.
3. Raise your hand before speaking, just like you would do in class.
4. Kind words are to be spoken at all times.
5. Speak in your normal speaking voice. No shouting.
6. Listen to others when they are speaking.
7. No recording, screenshots or photos must be taken.

**Signed on behalf of the Board of Management of St. Mark's S.N.S.**

  
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**Michael Daly**  
**Principal / Secretary B.O.M.**

  
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**Mary Cullen**  
**Chairperson of the BoM**

**Policy Review date: 12/3/24**

**Last review date: 25/6/20**

## Assistive Technology Use Agreement

I wish to apply for and confirm that I am willing to accept the responsibility for, taking into my possession a St. Mark's S.N.S. item of Assistive Technology for the period of the school closure.

I confirm that I have read, understood and agree to the attached 'Terms and Conditions of Use' and am willing to take responsibility for the Assistive Technology subject to these 'Terms and Conditions of Use' and such other policies as are determined by Saint Mark's S.N.S.

By accepting this 'Assistive Technology Use Agreement Form', I agree to the terms and conditions of use and accept delivery of the Assistive Technology.

### \*Assistive Technology Use Agreement \*

#### \*Guidelines for Use and Terms and Conditions\*

1. The \*Assistive Technology\* remains the property of St. Mark's S.N.S.
2. The Assistive Technology is covered under school insurance however; the user must take reasonable care to avoid damage or loss. All leads and accessories are to be stored safely.
3. The Assistive Technology has been provided for school-related use.
4. All major Assistive Technology faults are to be recorded on an Assistive Technology Problem Report Form and logged in the school office.
5. The Assistive Technology is for the agreed pupil usage and must not be transferred to a third party.
6. Please make every effort to store the Assistive Technology securely.
7. I will use the Assistive Technology lawfully and by St. Mark's S.N.S. instructions.
8. I will not sell, assign, transfer or otherwise dispose of the Assistive Technology.
9. If my status changes with St. Mark's S.N.S., or if I breach any of these terms or conditions, St. Mark's S.N.S., may revoke this arrangement by giving me written notice.
10. I will take due care of the Assistive Technology package at all times, including:
11.
  - 11.1. Not leaving the Assistive Technology unattended in a public place.
  - 11.2. Not leaving the Assistive Technology in plain view in an unattended or unsecured vehicle.
  - 11.3. Not allowing the Assistive Technology to be accessed by any other person (unless authorised by St. Mark's S.N.S.).
  - 11.4. Not allowing the Assistive Technology to be interfered with, tampered with or altered by a third party or otherwise except by clause
  - 11.5. Ensuring due care is taken in the handling, transporting and usage of the Assistive Technology.
12. If the Assistive Technology is lost, stolen or damaged I will advise the Principal and the Gardaí as soon as possible.
13. The downloading of programmes and installation via download sites or external devices is not permitted without prior consultation with the Principal or ICT coordinator. Programmes should only be installed that are from reputable Educational Companies and only programmes that are for educational purposes should be installed (with permission from the Principal/ ICT co-ordinator) of the school.

Parents / Guardian's signature \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Room Number: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_