**Ballymoney National School Acceptable Use Policy**

This Policy applies to all of the school’s “Devices”, which means all computers, iPads,

laptops, tablets, smart phones, smart watches and other IT resources that connect to the school’s network.

This Policy applies to staff and students of Ballymoney National School. The School reserves

the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood

The aim of the Acceptable Use Policy (“AUP” or “the Policy”) is to ensure that students

benefit from the learning opportunities offered by internet access in a safe and positive

manner. This Policy also aims to establish minimum standards for, and let the students,

parents/guardians know of the school’s administration and monitoring of, the schools

devices, equipment and networks.

School

The School employs a number of strategies in order to maximise learning opportunities and

reduce risks associated with the Internet. These strategies include, but are not limited to

the following:

A firewall is used on school Devices to minimise the risk of exposure to inappropriate

material and to block unsuitable sites.

• Students and teachers will be provided with training in the area of research techniques specific to the Internet.

• Online safety training will be provided to teachers and will be taught to all students annually as part of Social, Personal and Health Education.

• Uploading and downloading of non-approved software on school Devices will not be

permitted.

• Websites will be previewed / evaluated by a teacher using a filtering system, before being

integrated into lessons conducted on school Devices.

• It is important to note that the school’s Anti-Bullying Policy should be read in conjunction

with this Policy. Parents/guardians and students should be aware that placing a once-off,

offensive or hurtful internet message, image or statement on a social network site or other

public forum where that message, image or statement can be viewed and/or repeated by

other people will be regarded as bullying behaviour.

Use of the Internet

• 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.

Distance Learning

● In circumstances where teaching cannot be conducted on the school premises,

teachers may use Zoom, Skype, Seesaw, Padlet or other platforms approved by the Principal as platforms (the “Online Platforms”) to assist with remote teaching where necessary.

● 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 will be provided with the password and will be expected to monitor

their child’s use of the Online Platforms.

● If teachers are using Zoom, parents/guardians must consent to their child using their parents’ e-mail address to allow their child access to the lessons.

● Parents/guardians must also agree to monitor their child’s participation in any such

lessons conducted on the Online Platforms.

Internet Chat

• Discussion forums on Google Classroom will only be used for educational purposes and

will always be supervised.

•Students will never arrange a face-to-face meeting with someone they only know through

emails or the Internet and this is forbidden.

School Website and affiliated Social Media sites

• The school’s website address is: www. ballymoneyns.com.

● 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 as per the consent form. 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.

Instead, photographs etc. will focus on group activities, where children will not be named.

• Photos/Videos may be used for the production of specific school events e.g. End of Year Assembly etc. These photos/videos and the photos/videos on our website should not be copied or posted 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 website 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 regularly. The Principal and the Board of Management 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, 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.

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.

• Any images or recordings taken by class teachers on smartphones or other personal

devices must be downloaded onto the school server and/or on to the school App/relevant

school affiliated website and then immediately deleted from source.

• The use of E-readers may be permitted, under the supervision of the teacher.

All personal devices are to be turned off during school hours.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet

with which teachers, students and parents/guardians should familiarise themselves where

appropriate:

• EU General Data Protection Regulations 2018

• Anti-Bullying Guidelines for Primary Schools 2013

• Data Protection (Amendment) Act 2003

• Child Trafficking and Pornography Act 1998

• Video Recording Act 1989

• The Data Protection Act 1988

• Interception Act 1963

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.

• On an annual basis, the school will run a programme on acceptable internet usage, for

students and the PTA will offer training to 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 Information Communication Technology (“ICT”) Resources

Your school name information and technology resources (e.g. e-mail, computers,

computer applications, networks, internet, intranet, facsimile, phone

and other wireless communications devices, telephone, paging and voice mail

systems and the like) are school property and are provided solely for school related

activities.

Inappropriate use including hacking, pirating software, using school resources for non-school

commercial activities, soliciting, distributing literature for outside entities, disclosing

confidential information of the school, sending inappropriate e-mail or accessing

inappropriate web sites (such as those advocating hate or violence, containing sexually

explicit material promoting illegal activities), or using school resources in a way that violates

the letter or spirit of the school’s policies or reflects negatively on the school is forbidden.

Users of the school’s information and technology resources must not share passwords. If

you allow others to use your password or assigned resource, you will be held responsible for

their use.

Consistent with national laws, the Board of Management reserves the right to monitor the

use of its information and technology resources and to take appropriate disciplinary actions,

or denying future access privileges in cases of misuse. Staff/student use of the school’s

information and technology resources constitutes consent to such monitoring. All such

monitoring will be conducted in accordance with law including, where applicable, the EU’s

General Data Protection Regulation (“GDPR”).

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in

disciplinary action, including written warnings, withdrawal of access privileges, and, where

appropriate, suspension or expulsion in line with the Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate

authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable

standards of use.

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Ballymoney National School have recently reviewed the school’s Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to

completing the A.U.P Permission Slip. School files will be updated accordingly and this form

will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy

and grant permission for my child to access the Internet. I understand that students may not

be able to participate fully in lessons involving PCs, laptops, iPads, tablets and other IT equipment

without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ratification and Communication

This policy was reviewed at the BoM meeting on 3rd June 2020. Secretary recorded the review in the Minutes of the meeting.

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

Reviewing and Evaluating the Policy

The policy will be reviewed and evaluated. On-going review and evaluation will take cognisance of changing information or guidelines. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Signed: ……………………………………………………. Date: Reviewed 3rd June 2020

*For and behalf of Board of Management*