



# **Digital Technology Acceptable Use Policy 2022**

## **Talbot Senior National School**

### **Bawnogue, Clondalkin, Dublin 22**

The aim of this Acceptable Use Policy 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.

### **School's 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:

#### **General**

- 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 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.
- Students will observe good "netiquette" (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.

#### **World Wide Web**

- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- Students 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.

#### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be coordinated by a teacher.
- Pupils work will appear in an educational context.
- Digital photographs, audio or visual clips of individual students may be published on school website but will never be named.
- Personal pupil information including home address and contact details will be omitted from school web pages.

#### **Digital Portfolio**

- Pupils will use the digital portfolio, Seesaw to facilitate learning across all areas of the curriculum using Chromebooks, PCs or iPads.
- Pupils and teachers in Talbot SNS are a part of Google Workspace for Education – every pupil and teacher have a login username and password.
- Pupils will have an opportunity to present their work on Gsuite in person or via Zoom.

#### **Code of behaviour / 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.

### **Cyber Bullying**

Talbot SNS in accordance with Circular 04/2013 and the Anti-Bullying procedures for primary schools as published in September 2013 has an Anti Bullying Policy in place as part of the schools Code of Behaviour. Any reported incidents of cyber bullying will be investigated and dealt with within the framework of the school's code of Behaviour and Anti Bullying Policy

### **Mobile Phone Use**

- The use of Mobile Phones by students is forbidden
- Teachers are allowed to use mobile phones as recording devices to show best practice and children's work.
- Students and staff (including people employed by the school/contractors etc) will not use mobile phones to access obscene, illegal, hateful or otherwise objectionable materials.
- Students and staff (including people employed by contractors etc) will not use mobile phones to send text messages or post messages on Social Media that could be bullying or slanderous.
- Staff/People employed by the school/student teachers/volunteers etc who breach the acceptable use of mobile phones may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.
- If deemed necessary by parents' pupils may have mobile phones in school. However, they must remain switched off in the school bag during the day
- Pupils may not use mobile phones on school premises. No taking of selfies or photos/videos in classroom or on school yard.

### **Sanctions**

- If a pupil is found to be using a mobile phone in school, the phone will be taken off them and sent to the office. A parent/guardian will be contacted to organise collection of the phone.

### **Photographs and Videos**

- Parents and Guardians will be required to sign the school's permission form or verbally agree to authorise the use/publication of photographs, audio and video clips of school group activities by an outside agency when deemed appropriate by Talbot SNS. This will be clearly communicated at the time.
- Visitors to Talbot SNS will be discouraged from using mobile devices to record/photograph the children during assembly or other events in line with our Data Protection Policy.
- Staff/People employed by the school/student teachers/volunteers etc who breach the acceptable use of mobile phones may be dealt with by the Board of Managements disciplinary procedures and/or child protection procedures.

### **Social Media**

- **THE DIGITAL AGE OF CONSENT IN IRELAND IS 16**

- Children should not be using social media under this age. This applies to apps such as Facebook, Twitter, Instagram, Whatsapp, Kik, Facebook Messenger, Snapchat, Youtube, TikTok and many more.

### **Distance Learning**

- If there is a prolonged school closure, the students and teachers of Talbot will engage in distance learning using digital technology.
- Teachers and students will continue to use their digital platform, Seesaw to facilitate learning from home.
  - All parents/guardians must give consent (digitally)
  - Teachers will approve all posts and comments on the platform.
- Parents/guardians can email teachers at their talbotsns.com email address provided to them.
- The video conferencing app, Zoom is used by teachers to check in with pupils.
  - Parents/guardians must give consent (digitally) and agree to the Zoom rules.

### **Loaning of Devices**

- There are a limited number of devices in the school available for loan. Families who do not have any suitable digital devices at home to facilitate online learning will be prioritised.
- Please see the Home Use Policy for intended use.

### **Ratification and Communication**

The Board of Management of Talbot Senior NS ratified this plan on

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

This plan is available to view on the school website.

## **Permission Form**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to Talbot Senior School.

**Name of Pupil:** \_\_\_\_\_

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

### **Parent/Guardian**

#### **DECLARATION:**

I have read and understand the Internet Acceptable Use Policy.

I grant permission for my child to access the Internet for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

- I understand that my child should not be using social media as they are under the age of digital consent.
- I consent to the use of my child's photograph/video/schoolwork being published on the school website in an educational context.
- I consent to my child using the digital platform, Seesaw or G-Suite to facilitate distance learning.
- I consent to my child using G-Suite for Education for educational purposes.
- I consent to my child using the video conferencing app, Zoom to facilitate distance learning.
- I understand that my child may have their mobile phone in school, in their bag switched off and is not allowed to use it on the school premises (School yard, school and field) for any reason.

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

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

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

Telephone: \_\_\_\_\_

**Pupil**

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

