

ST. PATRICK'S CLASSICAL SCHOOL



ICT ACCEPTABLE USE POLICY

ICT Acceptable Use Policy

The aim of this ICT Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's technology and Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if St. Patrick's Classical School's ICT Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the ICT Acceptable Use Policy – will be imposed. It is envisaged that school and parent representatives will revise the ICT Acceptable Use Policy annually. We ask that all staff, students and parents read the ICT Acceptable Use Policy carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

Saint Patrick's Classical School employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- While in School, students are expected to use chrome books, computers, computer networks, social media and all forms of Internet access solely for the purpose of education and academic research.
- A teacher will always supervise internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Saint Patrick's Classical School will regularly monitor students' Internet usage.
- Uploading and downloading of non-approved software will not be permitted. Students must not tamper with or reconfigure any computer software without the permission of the teacher in charge.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students must not use the computer system for commercial purposes. This means that students may not offer, provide or purchase products or services through the computer system.

Social Media

Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. **In or out of school**, students are expected to adhere to the following protocols when using programmes, applications, websites or social media (such as, but not limited to, Facebook, Twitter, Snapchat, etc.) :

- Read and agree to the terms and conditions of various social media sites as many of them have age restrictions for their use
- Be aware of what they are posting online and that social media sites and applications are public forums.
- Ensure all safety features on are set up.
- Will not access social media during the school day.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another member of the school community.
- Do not bully, intimidate abuse, harass or threaten other members of the school community.
- Do not make defamatory comments towards other members of the school community.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school community.
- Do not harm the reputation of St. Patrick's Classical School or those within its community
- Do not upload video, audio or photographs of any member of the St. Patrick's Classical School community (student, parents or staff) without their permission.
- Do not upload any video or photographs of any student where they can be identified as a student of St. Patrick's Classical School by their uniform or any other means.
- Students are not permitted to join a staff member's areas on social media/networking sites. Students should not request to friend a member of the teaching and non-teaching staff of St Patrick's Classical School.

If a student attempts to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed of the incident.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Students are not permitted to access pornographic material. Websites that display any form of unsavoury imagery or written material as defined by the Principal or Deputy-Principal are strictly prohibited and may be subject to immediate suspension with the matter referred to the Board of Management for further action.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of Saint Patrick's Classical School's acceptable use policy.
- 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.

Email

- Students will use approved school email accounts under the supervision of, or by permission from, a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy, harass or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- 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.

Internet Communications

- Students will only have access to social media, chat rooms, discussion forums, messaging or other electronic communication media that have been approved by the school.
- Social media, Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is strictly forbidden.
- Teachers may use the google app 'Google Meet' to organise an online lesson with their teaching group. All school rules apply to such a meeting and students must follow the schools online classes/lessons protocols.

SchoolWise

- Students will only use their SchoolWise account for the purpose of receiving homework, assignments, and lesson resources or for returning completed work to their teachers.
- Students will not share any material that is illegal, obscene, defamatory or that is intended to annoy, harass or intimidate another person.
- In all cases, Students are not permitted to use any other account for the purposes of Distance Learning within the School.

The list of applications that will be utilised for homework, assignments, distance learning will primarily be:

- SchoolWise
- Google suite
 - I. Google Meet
 - II. Google Docs
 - III. Google Slides
 - IV. Google Forms
- Screencast
- Screencastify

Live Online Classes

Teachers may deliver some of the course “live” using Google Meet. This will use varying combinations of audio, video, virtual whiteboards and screencasts. Students must use their school email account only to access a Google Meet class.

Remote Teaching and Learning:

Student Online Classroom Expectations.

IMPORTANT: All school rules apply to an online class or meeting.

Before the online class starts
<ul style="list-style-type: none">➤ Students are expected to check technology/links in advance (Audio, Video & WIFI),➤ Technical issue are dealt with offline and not during the meeting➤ Dress appropriately➤ Choose a suitable room/space and background.➤ Have your class materials ready
During the class
<ul style="list-style-type: none">➤ Start and finish the class on time.➤ Classroom expectations are shared by the teacher at the start of the lesson.➤ Mics should be muted during the meeting unless you have permission from the teacher to speak to the group.➤ Use the chat function to ask your teacher a question➤ To request an opportunity to speak hold up a pen/hand & only 1 voice at a time➤ Speak, listen and behave respectfully while avoiding external distractions.➤ Respect the confidentiality of all participants.➤ Teacher/host will end the meeting
Post class
<ul style="list-style-type: none">➤ Complete required tasks on time.➤ Reflect on the learning that has occurred

St Patricks' Classical School takes your security and privacy seriously. Under no circumstances should a lesson/online class/meeting be recorded. This will be considered a serious breach of our school GDPR, Behaviour and AUP policies.

Please consult the School Distance Learning Policy for further information and guidance.

A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE

WORK SPACE

Choose a workspace that is suitable for the online classroom.



Be aware of what others will see in the background.

SHHHH...!

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



BE ON TIME

Turn up – the class is to help you and your learning

Be on time for your online classes



NO PHOTOS

Do not take screenshots or photos of others online



SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



PRESENTATION

Dress appropriately



SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



RESPECT

Respect everyone's views online



ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt



We lead highly effective schools consistent with our core values

School Support Directorate - Education and Training Boards Ireland 2020



School Website/Facebook Page

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to Saint Patrick's Classical School's website/Facebook page.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website facilities such as guestbooks, notice boards or web logs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- 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.
- Saint Patrick's Classical School will endeavour to use digital photographs, audio or video clips that focus on group activities. However, Saint Patrick's Classical School's website / Facebook page content serves to promote the school and students. As a result, on occasion, focus on individual students may be published on the school website/Facebook page. Photographs, audio and video clips that highlight individuals in their academic or sporting activity may be uploaded but may be removed at the express objection of the individual or his parent/guardian.
- Personal pupil information including home address and contact details will be omitted from school web pages/Facebook page.
- Saint Patrick's Classical School will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Legislation

The management of Saint Patrick's Classical School strongly suggests that teachers, students and parents should familiarise themselves with the following pieces of legislation:

1. General Data Protection Regulation and the Data Protection Act 2018
2. Data Protection (Amendment) Act 2003
3. Child Trafficking and Pornography Act 1998
4. Interception Act 1993
5. Video Recordings Act 1989
6. The Data Protection Act 1988

Sanctions

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

Date of adoption by the Board of Management: 7th April 2016

Reviewed and updated by the Board of Management: 25th of November 2019

Reviewed and updated by the Board of Management: 28th of May 2020

Reviewed and updated by the Board of Management: April 2021

Reviewed and updated by the Board of Management: November 2021

The Board of Management will review the policy every three years.

The Board of Management approved and ratified this School Policy on the 29-09-2022.

Signed:



Signed:



Fr. Gerry Stuart

Chairperson of Board of Management

Date: 29-09-2022

Mr. Harry Mc Garry

Principal/Secretary to the Board of Management

Date: 29-09-2022