



ICT and Social Media Acceptable Use Policy

1.0 Introduction

Marymount National School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use.

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

1.1 Technologies Covered

Marymount N.S. may provide students with Internet access, chrome books, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

1.2 Marymount National School ICT Network

The Marymount N.S. computer network is intended for educational purposes.

- All activity over the network may be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education.
- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service BrightCloud.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Marymount N.S. existing Code of Behaviour.
- Misuse of school resources may result in disciplinary action.
- After using school laptops, chrome books and I-Pads students must ensure that they are returned to their correct space.
- We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- When recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.

- The staff and teachers of Marymount N.S. commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on the school twitter account.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

1.3 Photographs

Marymount N.S. uses twitter to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to compliment text content on Twitter.

We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a note signed at the start of the year.
- Children will not be named in full – first name will suffice. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.
- No child shall be photographed and named under that photograph specifically if they are the only student photographed.

1.4 Marymount National online collaboration through tweeting and other platforms

Marymount N.S. recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school twitter account, google classroom and seesaw.

1.5 Marymount National School own mobile devices

Marymount N.S. may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Students should abide by the same acceptable use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored.

1.6 Mobile devices in the possession of Marymount National School students

Students may not use personally-owned devices in school (e.g. laptops, tablets computers, digital-cameras, and smart-phones) for educational purposes, unless explicitly stated in notes read and signed by parents/guardians and written by their classroom teacher. Appropriate online behaviour and adherence to the Acceptable use policy should always be used.

1.7 Marymount National School Security

We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. Pupils must ask before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

1.8 Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.
- Students should not post anything online that is inappropriate or contrary to the schools Code of Behaviour, Children will be made aware that they should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

More detailed examples of expected use and unacceptable use are given in Appendices One and Two. 1

1.9 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school blog.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online
- The school will encourage students who create original content to claim ownership of it

1.10 Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school.
- a parent / guardian if they are at home.
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.
- Students should never agree to meet someone they meet online in real life without parental permission.
- Students' images will not be shared online without explicit expressed permission from their parents.
- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.

1.11 Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Marymount N.S.

We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyberbullying

Marymount National School is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

1.12 Violations of this Acceptable Use Policy

Violations of this policy in Marymount N.S. may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities

This Policy was ratified on Thursday 15th of October 2020.

Policy to be reviewed in February 2022.

Signed : *Maeve Mahon*
Chairperson – Board of Management

Date : 15/10/2020

Appendix 1

Examples of Expected Use

I will:

- Use school equipment for school-related activities only
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use
- Encourage positive, constructive discussion if allowed to use blog or represent the school online
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning reasons
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.



Marymount N.S.

The Rower, Thomastown, Co Kilkenny. R95 T623

Principal: *Mary McCormack.*
Deputy Principal: *Roísín Fennelly.*

Roll No: 15160G

Telephone: 051 423838. Mobile: 089-4179517. E-Mail: therowerschool@gmail.com

October 2020

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience. Students from 3rd to 6th class will also be provided with a google account which will have the email feature disabled. This account is managed by the school through G Suite for Education. It allows students to create a safe, online portfolio of their work and allows them to collaborate with others on work.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). We also have a Twitter account which will be used to keep you informed of events / information regarding school life. It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family. Webwise.ie is recommended for helpful hints on safe use of the internet.

Yours sincerely,

Mary McCormack, Principal.



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Permission Form

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

School Name: Marymount N.S.

Name of Student/s: 1. _____ 2. _____

Class/Year: _____

3. _____ 4. _____

Student

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.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended 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 students access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school Twitter account. I accept that, if the school considers it appropriate, my child's schoolwork or photograph as paragraph 1.3 of policy may be chosen for inclusion on Twitter. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____



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ADDENDUM TO ACCEPTABLE USE POLICY

Distance Learning

In the event of a school closure or the need for learning from home where teaching cannot be conducted on the school premises, the following tools will be used to accommodate distance learning. We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

Parents will be the point of contact for setting up these tools and will provide consent by allowing their child(ren) to use the tools.

- Seesaw and Google Classroom will be used to create a pupil portfolio for the teacher to see. Other pupils cannot view their peer's work or comment. The teacher can approve each submission of work and can comment and give feedback.
- Other websites-to allow pupils to practise skills and complete tasks appropriate to their class level teachers may create accounts for their pupils on other websites. The teacher will communicate the login details to parents. Examples include Reading Eggs, Mangahigh, IXL, Duolingo.

ONLINE COMMUNICATIONS

Guidelines for good online communication in Marymount N.S.:

1. Under no circumstances can pictures or recordings be taken of the established app tutorials/recordings.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families through an established app (eg. Seesaw, Google Classroom, Google Hangouts, Zoom, Aladdin, email)
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, google classroom, google hangouts, zoom, Aladdin)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed. In the case of Google Hangout/Meets, parental permission is implied when you sign up to the AUP policy.



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9. For security reasons, passwords will be provided to families, where applicable.
10. Marymount NS. cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of the established app recordings/ tutorials.
2. Staff members will communicate with pupils and families during the hours of 9.20am -3pm where possible.
3. The school has signed up to the terms of service of the Online Platforms in use by the school
4. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
5. Staff members will seek to become familiar with apps before using them with pupils.
6. Staff will check that consent has been given, before setting up a pupil profile for an online app.
7. Staff members will report any concerns regarding online behaviour or interactions to school management.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For Video calls

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules-they are still in place even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Raise your hand before speaking as you would in class.
5. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
6. Show respect by listening to others while they are speaking.
7. Ensure that you are dressed appropriately for the video call.
8. Be on time.
9. Enjoy! Don't forget to wave hello to everyone when you join.



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Guidelines for parents and guardians:

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls

1. Under no circumstances can pictures or recordings be taken of video calls.
2. The main idea of a video call is to maintain a social connection between the school staff and pupils during times when teaching cannot be conducted on the school grounds. Encourage pupils to listen and enjoy the experience.
3. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
4. Participants in the call should be dressed appropriately.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Marymount N.S. Twitter Account (@therowerns)

The purpose of having a school Twitter account is to provide:

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school and promotion of school
- Communication with wider audience of school life via possible communication-tours, photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Twitter
- Communication with families during times of unforeseen school closures to sustain the school community experience.



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Those using our social networking site must abide by the following:

- Users cannot advertise products or services on our school Twitter account.
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not add comments that can identify children
- To use Twitter, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Twitter page.

Laptop Loan Agreement

Your child has been loaned a Chromebook for the period of the school closure for COVID-19

Parent Responsibilities and Terms

As a parent, I will:

- read the Acceptable Use Policy and discuss it with my child.
- supervise my child's use of the chromebook at home.
- discuss appropriate use of the Internet and supervise my child's use of the Internet.
- not attempt to repair the chromebook.
- report any problems or damage to the chromebook to the school.
- report loss/theft of the laptop to school and proper authorities (police) within 24 hours.
- not change or attempt to change the configuration of software or hardware.
- not remove any apps or certificates on the chromebook except for personal apps of my child.
- insure that my child only uses accounts assigned by the school.
- not alter or remove the school device management certificates at any time.
- agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- agree to make sure that the chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Marymount NS

Student Responsibilities and Terms (if child is too young to do this the parent must do this on their behalf)

As a student, I will:

- read the Acceptable Use Policy and discuss it with my parent/guardian.
- adhere to the terms of the Marymount N.S. Acceptable Use Policy and District guidelines each time the chromebook is used, at home or at school.
- make the chromebook available for inspection by an administrator or other staff member upon request.
- use appropriate language in all communications.
- abide by copyright laws.



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- not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- not give out personal information, such as name, address, photo, or other identifying information online.
- report loss/theft of chromebook to parents, school, and proper authorities (Gardai) within 24 hours.
- not use the chromebook to record (audio or visual) others without their permission.
- not change or attempt to change the configuration or settings of management certificates.
- not attempt to repair,
- alter or make additions to the chromebook.
- report all problems and damage immediately to the administrator or principal.
- not remove or attempt to remove identification tags on the chromebook or deface with stickers, marking pens, etc.

Chromebook and charger are being loaned to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property Marymount N.S. and is loaned to the student for educational purposes only while school is temporarily closed due to Covid-19.

Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or if the student withdraws from school prior to the end of the school year.

Borrower acknowledges and agrees that Borrower's use of the school property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges responsibility to protect and safeguard the property and to return the same in good condition and repair upon request by the School. I agree to follow Marymount N.S. responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and chromebook Loan Agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____