



Brannoxtown CNS

Acceptable Use Policy: Technology, Internet and Media

Brannoxtown Community National School (CNS) is a primary school under the Patronage of the Kildare and Wicklow Education and Training Board (KWETB). Brannoxtown CNS opened in September 2018 with a new Principal, Dr. Sarah FitzPatrick under the direction of the Single School Manager and KWETB Director of Schools, Dr. Rory O' Toole. In developing and implementing this and all school policies, the Principal, the Director of Schools (and the Board of Management when established, will) fully subscribe to the principles of partnership, accountability, transparency, inclusion as well as respect for diversity, parental choice and equality.

1. Introduction and Rationale

This policy outlines appropriate and permitted use of technology, the internet and social media (hereby known as 'media') at Brannoxtown Community National School (CNS). The policy applies to all internet users in Brannoxtown CNS and all methods of internet access including desktop computers, laptop computers, portable laptops (e.g., Microsoft Surface RT), mobile telephones, tablets, personal digital assistants (PDA's) and other devices capable of accessing the internet. The goal of this policy is safe and responsible use of technology for all users at Brannoxtown CNS. Ultimately this Acceptable Use Policy (AUP) should ensure that children will benefit from learning opportunities offered by the school's technology, internet and media resources in a safe environment, free from risk of harm.

Access to and use of technology, the internet and media are considered a resource a privilege at Brannoxtown CNS. Any infringement of this AUP may result in withdrawal of access and sanctions as outlined later in this policy document. Before signing, the AUP should be read carefully by parents and children to ensure that the conditions of use are understood and accepted. This first-draft AUP for Brannoxtown CNS was published on Safer Internet Day: 5th February, 2019. It will be regularly reviewed by staff and parents to ensure it is fit-for-purpose and inclusive of new technologies and the challenges and opportunities they afford children and staff at Brannoxtown CNS.

2. BCNS Strategy: Technology, Internet and Media

The following safety strategies are implemented at Brannoxtown CNS to maximise learning opportunities and reduce risks associated with the use of technology, the internet and media in the school:

Acceptable Use: General

1. Use of any technology at Brannoxtown CNS always has a clear, educational purpose.
2. Activities involving the use of technology are always supervised by a teacher.
3. Filtering software and/or equivalent systems are used to minimise the risk of exposure to inappropriate material.
4. Internet use across the school is regularly monitored and reviewed by all staff.
5. Education and training is provided for staff and children in safe use of technology, the internet and media at Brannoxtown CNS.
6. Uploading and downloading of non-approved software is not be permitted.
7. Virus protection software is used and updated on a regular basis.
8. The use of personal digital storage devices such as USB memory sticks or CD-ROMs in school requires a teacher's permission.



9. Children observe agreed *netiquette* (i.e., etiquette on the Internet) protocols at all times. This means treating others with respect and abstaining from any actions that may bring the school into disrepute.

Acceptable Use: Internet

1. Teachers select sites which support children's learning. Children do not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
2. Children must tell a teacher immediately if they encounter any material that is inappropriate or material that makes them feel uncomfortable.
3. Laptops and desktops used by children are set to an appropriate homepage e.g., www.safesearchkids.com for younger children.
4. Children are not permitted to copy large pieces of information (i.e., more than single words or phrases) into assignments and fail to acknowledge the source; children may not plagiarise or infringe copyright laws.
5. Children do not disclose or publicise personal information online while at school.
6. Children do not download materials or images not relevant to their learning; this is in direct breach of the school's acceptable use policy.
7. Children are 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.

Acceptable Use: Email

1. Children use only approved class email accounts under supervision by or permission from, a teacher.
2. Children do not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
3. Children do not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures online, for any purpose.
4. Children understand that sending and receiving email attachments is subject to permission from their teacher.
5. Children never arrange a face-to-face meeting with someone they only know through emails or the internet.

Acceptable Use: BCNS Website, BCNS Facebook, BCNS Twitter

1. Children have the opportunity to publish projects, artwork or school work on the school website, Facebook and Twitter accounts. They may also publish their work on other educational sites (e.g., www.haveyougotmathseyes.com) when representing the school. All the aforementioned publication opportunities are planned and supervised by teachers at all times.
2. Websites using facilities such as guest books, noticeboards or weblogs are checked frequently to ensure that they do not contain personal details from any child in the school.
3. The school will endeavour to use digital photographs, audio or video clips focusing on group activities, where possible. With parents' permission, content focusing on individual children may be published on the school website and social media sites.
4. Personal pupil information including home address and contact details are not included on school web pages or on the school's social media accounts.
5. Children will continue to own the copyright on any published work which they have created.
6. The school website and social media sites are the subject of ongoing monitoring and review to ensure that there is no content that compromises the health and safety of children or staff.



Acceptable Use: Personal Phones, Laptops and Devices

1. Children are not permitted to bring mobile phones or personal devices to Brannoxtown CNS, unless prior, written permission has been sought by the parent and provided by the Principal.
2. A clear purpose for having the phone before/after school must be specified by the parent in order for the child to be permitted to bring the phone to school.
3. For any child who has the written permission of both his/her parent and the Principal, to bring a phone to school, he/she must give the phone to the teacher first thing in the morning and collect it after school.
4. From time to time, children may be invited to bring a personal device to school to take advantage of educational opportunities, e.g., during National Coding Week (September) or National Technology Week (April). Again, written permission must be provided by the parent before the child can bring a laptop or personal device to school.

3. Whole Class Internet Sessions/Browsing

1. Social media including blogs, social networking sites, instant messaging and/or chat rooms may be used on the Interactive Whiteboard with the whole class at the teacher's discretion.
2. Teachers carefully plan online presentations on the Interactive Whiteboard, ensuring interactive whiteboards are set to 'no show' or to 'freeze', if the visual content is inappropriate for children.
3. Likewise, teachers use the 'mute' function to ensure that children are not exposed to inappropriate audio content.

4. Mis-use of Technology, the Internet or Media

Misuse of the internet by any child at Brannoxtown CNS will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

Children at Brannoxtown CNS are not permitted to take photos or videos of other children without their prior consent, for educational purposes, supervised by a teacher. Children are not permitted to upload content to social media sites such as Youtube, Vimeo, Snapchat while on the school grounds, on school trips, and/or in school uniform.

If any member of staff receives a disclosure that an adult employed by the school is using a social networking site in an inappropriate manner:

- They should report the disclosure to the Designated Liason Person (DLP) or Deputy Designated Liason Person (DDLDP)
- The DLP or DDLDP should record the disclosure in line with Child Protection guidelines and the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment.
- Tusla should be contacted for guidance. Procedures and advice from Tusla should be followed and the necessary authorities contacted, as appropriate.

By adopting this AUP, Brannoxtown Community National School protects itself from accusations of complicity in any cyber-bullying through the provision of access to technology, the internet and media at the school. Where a disclosure of bullying is made, all schools have the duty to investigate and protect, even in circumstances the bullying originates outside the school. While incidents occurring outside Brannoxtown



Brannoxtown Community National School
Brannockstown, Co. Kildare, W91 NY67.
Web: www.brannoxtowncns.ie
Email: brannoxtowncns@kwetb.ie
Landline: 045-483729 Mobile: 087-1124310



CNS are not our responsibility as such, we endeavour to assist in brokering a solution between parties involved.

In the event that a Child Protection disclosure is made regarding the use of technology, the internet and/or media, the school will investigate and report the incident in line with Child Protection legislation.

5. AUP Implementation and Review

This policy will apply from February 2019 at Brannoxtown CNS. This policy and related policies will be reviewed annually (or in response to a change in Government legislation or Department policy) and amended if/as necessary. It is envisaged that school and parent representatives will work with the Principal and staff at Brannoxtown CNS to review the AUP annually and to revise and update it if/as necessary.

This AUP was adopted by the Single School Manager of Brannoxtown CNS on 5th February 2019. The policy is available to parents and all staff on the school website.

Signed: _____

Date: 28th August 2018

Dr. Rory O' Toole
Single School Manager

Signed: _____

Date: 28th August 2018

Dr. Sarah FitzPatrick
Principal



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Resources and Supports

Relevant legislation, such as the Data Protection Act (Government of Ireland, 2018) has been reviewed in the development of this policy. The following resources and supports have also informed the development of this AUP and continue to shape classroom practice at Brannockstown CNS:

- **Better Internet for Kids (BIK, Europe)**
www.betterinternetforkids.eu
- **Digital Learning Framework for Schools (DES, 2017)**
www.education.ie/en/Schools-Colleges/Information/Information-Communications-Technology-ICT-in-Schools/digital-learning-framework-primary.pdf
- **Make IT Secure**
<http://makeitsecure.ie>
- **Myselfie.ie (Primary Anti-Cyber Bullying)**
www.webwise.ie/teachers/my-selfie/
- **National Centre for Technology in Education**
www.ncte.ie/InternetSafety
- **Professional Development Support for Teachers (PDST)**
www.pdsttechnologyineducation.ie/en/Good-Practice/Internet-Safety/
- **Safety, Facts, Awareness and Tools**
www.saftonline.org
- **Safe Internet**
www.saferinternet.org/
- **Think Before You Click**
www.thinkb4uclick.ie
- **Webwise**
www.webwise.ie



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1. AUP Permission Form

This form is for parents and children of Brannoxtown Community National School. It is based on the school's Acceptable Use Policy (AUP) which outlines appropriate and permitted use of technology, the internet and social media at Brannoxtown Community National School (CNS). The goal of the school's AUP is safe and responsible use of technology for all users at Brannoxtown CNS. Internet access and technology use is both a resource and a privilege at Brannoxtown CNS. Any infringement of this AUP may result in withdrawal of access and sanctions. Before signing this form and returning it to the Principal, parents and children should read the school's AUP carefully to ensure that the conditions of use are understood and accepted. Please begin by specifying your child's name and current class year below:

Name of Student (block capitals)

Class Year (when signing the form)

For students of Brannoxtown CNS

I agree to follow the school's Acceptable Use Policy on the use of technology, the internet and media for the duration of my time in Brannoxtown CNS. I will use the school's access to technology, the internet and media in a responsible way. I will obey all the rules explained to me by the school.

Student's Signature

Date

For Parents/Guardians of Brannoxtown CNS

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy for Brannoxtown CNS and discussed it with my child. I hereby grant permission for my son or daughter or the child in my care to access technology, the internet and media at the school. I know that access is intended for educational purposes. I understand that every reasonable precaution has been taken by the school to safeguard children but I also understand that the school cannot be held responsible if children access unsuitable websites.

By signing below, for the duration of my child's time at Brannoxtown CNS:

- I give permission for my child to use technology, the internet and media at Brannoxtown CNS.
- I agree to follow the school's Acceptable Use Policy on the use of technology, the internet and media at Brannoxtown CNS.

Parent/Guardian's Signature

Date



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2. Use of Mobile Phones/Personal Devices: Permission Form

This form is for parents and children of Brannoxtown Community National School. It is based on the school's Acceptable Use Policy (AUP) which outlines appropriate and permitted use of technology, the internet and social media at Brannoxtown Community National School (CNS). The goal of the school's AUP is safe and responsible use of technology for all users at Brannoxtown CNS. Internet access and technology use is both a resource and a privilege at Brannoxtown CNS. Any infringement of this AUP may result in withdrawal of access and sanctions. Before signing this form and returning it to the Principal, parents and children should read the school's AUP carefully to ensure that the conditions of use are understood and accepted. Please begin by specifying your child's name and current class year below:

Name of Student (block capitals)

Class Year (when signing the form)

For students of Brannoxtown CNS

I agree not to bring a school phone or personal device to school unless:

- I have written permission from my parent(s)
- I have written permission from my school Principal.

Student's Signature

Date

For Parents/Guardians of Brannoxtown CNS

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy for Brannoxtown CNS and discussed it with my child. I understand that I must request permission for my child to bring a mobile phone, laptop or tablet to school and that the school cannot be held responsible for any damage to my child's property:

- I hereby provide permission for my child to bring a **mobile phone** to school. This is requested because (specify the reason):

- I hereby provide permission for my child to bring a **personal laptop or tablet** to school, when the school provides this opportunity:

Yes No

Parent/Guardian's Signature

Date