

## Scoil Naomh Cárthach

Ballyfinane, Furies, Cill Áirne, Co. Chiarraí  
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www.ballyfinanens.ie



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# ACCEPTABLE USAGE POLICY

## INTRODUCTION

Ballyfinane National School's goal in providing internet access and devices to its students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

The aim of this Acceptable Use Policy (referred to hereunder as AUP) is to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. It also aims to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe, effective, ethical and legal manner.

With access to ICT comes the availability of material that may not be of educational value in the context of the school setting. Internet use and access is considered a school resource & privilege and not a right. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The policy applies to all Ballyfinane N.S. devices which means all computers, iPads, laptops smartphones and other IT resources that connect to the network in Ballyfinane N.S.

This policy applies to the entire school community i.e. management, teachers, all staff, pupils and parents/guardians.

It is envisaged that the Board of Management, school and parent representatives will revise the AUP annually.

## REVIEW:

This policy will be reviewed on an annual basis. All partners will be informed of any amendments necessary after such a review.

This policy was adopted by the Board of Management on \_\_\_\_\_

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

**Chairperson of Board of Management**

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

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

**Principal**

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

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# ACCEPTABLE USAGE POLICY

## STRATEGY FOR REDUCING RISKS ASSOCIATED WITH ICT

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:

- (1) General
- (2) World Wide Web
- (3) Email
- (4) Social Media
- (5) School Website and School Affiliated Social Media
- (6) Personal Media Devices
- (7) Use of Information Communication Technology ("ICT") Resources
- (8) Distance Learning
- (9) Support Structures

### (1) General:

- Pupils own personal devices such as mobile/smart phones, tablets and laptops are **strictly prohibited** and are not allowed on school grounds.
- 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 reserves the right to regularly monitor pupil's internet usage.
- Pupils, teachers, school staff and parents will periodically be provided with training in the area of digital safety.
- The use of personal devices such as memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

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- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute or undermine the dignity of others.
- Students will not vandalise any computer, laptop, tablet or other school ICT hardware or software or the data of another user.

### (2) World Wide Web:

- Students will be taught specific lessons on online safety by teachers.
- Students will not intentionally visit websites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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.
- Sites recommended to students by teachers will be previewed by that teacher before use.
- 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 the school's acceptable use policy.
- Students will be made 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.

### (3) Email:

- Students will not be given access to email. However, they will be provided with credentials for accessing other communication tools guided by their parents/guardians.
- Students will not send or intentionally receive (and will report on receipt) any material that is illegal, obscene, and defamatory or that is intended to annoy, harass or intimidate another person.
- Students should not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students should 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.

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- Students must use appropriate language and not swear or use vulgarities.
- To prevent ICT viruses being transmitted through the network, care must be taken when dealing with suspect emails and attachments of unknown origin.
- If you receive offensive, unpleasant, harassing or intimidating messages via email, you are requested to inform your teacher immediately.

### (4) Social Media:

- Pupils should never access any social media forums on the school network. Pupils are forbidden to access social networking sites on personal electronic devices on the school grounds (personal devices are not prohibited as per '1 General' of this AUP).
- Pupils who use social media outside of school, should refrain from referring to members of the school community or the school on social networking sites and students' usage of social media, at all times, must protect the reputation of the school.
- Pupils should not attempt to follow or view any staff member of the school on any social media forum. Pupils found to be in breach of the above will be subject to disciplinary action.

### (5) School Website and School Affiliated Social Media Sites:

- Ballyfinane National School website is [www.ballyfinansns.ie](http://www.ballyfinansns.ie)
- Ballyfinane N.S. Facebook is Ballyfinane National School
- Students will be given the opportunity to publish projects, artwork or school work on the school's internet site/and Facebook in accordance with clear policies and approval processes regarding the content that can be uploaded to these sites.
- The publication of student work will be co-ordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Students work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected if requested.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.

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- The 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.
- Students will continue to own the copyright on any work published.
- Ballyfinane N.S. uses the Aladdin App, email and text-a-parent to communicate with parents, staff and the Board of Management.

### (6) Personal Media Devices

Personal Media Devices including all personal technological devices such as mobile phones, and tablets are not allowed on the school premises during school hours. Any use by a pupil of their own personal devices within the school grounds is in direct breach of the School's AUP and may also be in breach of the School's Anti-Bullying Policy.

### (7) Use of Information Communication Technology ("ICT") Resources

Ballyfinane N.S.'s 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 Ballyfinane N.S., 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 Ballyfinane N.S. policies or reflects negatively on Ballyfinane N.S. is forbidden.

Users of Ballyfinane N.S.'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 Ballyfinane N.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").

### (8) Distance Learning

In circumstances where teaching cannot be conducted on Ballyfinane N.S. premises, teachers may use Google Classroom, SeeSaw, Aladdin Connect or School email or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

Ballyfinane N.S. has signed up to the terms of service of the Online Platforms in use by Ballyfinane N.S.

Ballyfinane N.S. 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 Gmail address and Online Platforms.

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Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

### (9) Support Structures:

The school will periodically arrange for digital safety talks and workshops for parents, pupils, teachers and school staff.

On request, the school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

The following websites offer support and advice in the area of internet safety:

- [www.ncte.ie/internetsafety](http://www.ncte.ie/internetsafety)
- [www.webwise.ie](http://www.webwise.ie)
- [www.makeitsecure.ie](http://www.makeitsecure.ie)
- [www.saferinternet.org](http://www.saferinternet.org)
- [www.cybersafeireland.org](http://www.cybersafeireland.org)
- [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)
- [www.chatdanger.com](http://www.chatdanger.com)

### Sanctions:

Misuse of the Internet may result in disciplinary action, in accordance with the School's Code of Conduct and Anti Bullying Policy, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

### Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

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# ACCEPTABLE USAGE POLICY TEACHERS & SCHOOL STAFF PROTOCOL

### INTRODUCTION:

All employees of Ballyfinane National School are expected to familiarise themselves with and adhere to the school's Acceptable Usage Policy. It is important to remember that there are many positive aspects to the internet, and teachers play a key role in fostering an ethos of positive use of the internet by pupils. Pupils are impressionable and are seeking out role models whose actions they will adopt and mirror, so leading by example is vitally important when it comes to digital safety.

### PERSONAL DEVICES:

Phones/smart phones should not be used for personal use, during class time, in order to ensure uninterrupted instruction. Any such devices should not be in view or turned on at any time when a teacher or staff member is engaged in the supervision or teaching of pupils.

### EMAIL:

- The school's email account, [ballyfinanens@hotmail.com](mailto:ballyfinanens@hotmail.com) provided to staff for use relating to school business only. This email account should never be used to store or distribute inappropriate materials.
- Occasional and reasonable personal use of email by teachers and staff on their own personal devices is permitted provided this takes place outside of class time and that it does not interfere with the performance, work duties and responsibilities of the staff member and will not in any way cause embarrassment to the school and in all other ways, complies with the school's AUP.
- References to any member of the school community made via electronic means should be made in a strictly professional and business-like manner.
- From September 2020 each staff member will be assigned their own personal ballyfinanens email address.
- For the purpose of Distance Learning, the following email accounts will be used
  - [ballyfinanensjuniorroom@outlook.com](mailto:ballyfinanensjuniorroom@outlook.com)
  - [ballyfinanensseniorroom@outlook.com](mailto:ballyfinanensseniorroom@outlook.com)
  - [ballyfinaneset@outlook.com](mailto:ballyfinaneset@outlook.com)

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### SOCIAL MEDIA:

- While it is understood that teaching and school staff may have private social media accounts, staff are expected to use these accounts in a responsible manner, including ensuring adequate privacy settings are employed.
- Accessing personal social media accounts during class time is strictly prohibited.
- It is imperative that staff members should never refer to any member of the school community or the school on social networking sites in a negative manner and staff usage of social media at all times must protect the reputation of the school and its community.
- Staff must ensure that any images posted on their social media sites should be of good repute and reflect the school and the school community in a positive light only.
- If uploading photographs, it is imperative that staff seek the prior permission of those pictured before posting pictures.
- Staff must **NEVER** follow or befriend students on media forums such as Twitter or Facebook and must never view students' profiles or allow students to view theirs.

### INTERNET:

- Staff should not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials on school ICT.
- Staff should use the internet for educational, professional purposes only.
- Internet usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Downloading materials or images not relevant to their work on school ICT, is in direct breach of the school's Acceptable Usage Policy.

### LEGISLATION:

All staff should familiarise themselves with legislation relating to Internet use on page 6 of the AUP and be cognisant at all times of their obligations under The Children First Act 2015.

### SANCTIONS:

Without prejudice to the Terms and Conditions of Employment, failure to comply with the policy and procedures outlined in this document may result in:

- The withdrawal of computer, email and internet facilities,
- Initiation of disciplinary procedures and disciplinary action, up to and including dismissal



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- Serious breaches of the policy may result in notifying the relevant authorities who may in turn initiate proceedings.

The AUP places obligations on teachers to ensure pupils benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. The entire AUP should be read carefully by all teachers and school staff and particular note should be taken to the below:

- Sites recommended to students by teachers **must be previewed** by that teacher before use.
- Students, teachers, school staff and parents will be provided with training in the area of Internet safety.
- Internet sessions must **always** be supervised by a teacher.
- The use of personal devices such as memory sticks, CD-ROMs or other digital storage media by pupils in school requires a teacher's permission.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- If pupils receive offensive, unpleasant, harassing or intimidating messages via email, they must immediately inform their teacher who will in turn, follow the procedures set down in the School's Anti-Bullying and in compliance with Child Protection.

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# ACCEPTABLE USAGE POLICY

## TIPS FOR PARENT'S AND PUPILS

### TOP 10 INTERNET SAFETY TIPS FOR PARENTS ([www.webwise.ie](http://www.webwise.ie))

1. Discover the internet together. Be the one to introduce your child to the internet. This could make it easier to share both positive and negative experiences in the future.
2. Agree with your child on rules for internet use. Try to reach an agreement with your child on how long they should spend online and what types of sites and activities are ok.
3. Encourage your child to be careful when disclosing personal information. They should be selective about what personal information and photos they post to online spaces. Once material is online it is subject to all kinds of unauthorised use.
4. Talk about the risks associated with meeting online friends. Young people are making friends online but they should only physically meet these strangers in the company of an adult or others they trust.
5. Teach your child about 'source criticism' on the internet not all information found online is correct. Educate your children on how to verify information they find.
6. Don't be too critical towards your child's exploration of the internet. Remember it is not always their fault if they come across inappropriate content on the Web.
7. Report online material you may consider illegal to the appropriate authorities. It is important that we all take responsibility for the web and report matters which we believe could be illegal to [www.hotline.ie](http://www.hotline.ie).
8. Encourage respect for others. As in everyday life there are informal ethical rules for how to behave when relating to other people on the Internet.
9. Know your child's internet use. To be able to guide your child's Internet use, whether it's on a mobile phone or PC, it is important to understand how children use the Internet and know what they like to do online.
10. Remember that the positive aspects of the internet outweigh the negative aspects. The Internet is an excellent educational and recreational resource for children. Encourage your child to be web wise and explore the internet to its full potential.

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### TOP 10 INTERNET SAFETY TIPS FOR CHILDREN ([www.safekids.com](http://www.safekids.com))

1. I will not give out personal information such as my address, telephone number and parents work address/telephone number without my parents' permission.
  2. I will tell my parents right away if I come across something that makes me feel uncomfortable.
  3. I will never agree to get together with someone I 'meet' online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring a parent along.
  4. I will talk with my parents about posting pictures of myself or others online and not post any pictures that my parents consider to be inappropriate.
  5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away.
  6. I will talk with my parents so that we can set up rules for going online and using a mobile phone. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
  7. I will not give out my passwords to anyone (even my best friends) other than my parents.
  8. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or mobile device or jeopardize my family's privacy.
  9. I will be a good online citizen and not do anything that hurts other people or is against the law.
  10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.
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