



ICT and Social Media Expected Use Policy Nun's Cross N.S., Ashford, Co. Wicklow

1.0 Introduction

Nun's Cross N.S. 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. We blog at www.nunscross.ie/news and maintain www.nunscross.ie as our school website.

This Expected 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 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.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti-Bullying Policy in relation to social media;

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or

statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all websites are filtered by the pdst content filtering service for schools. The school iPads will be operating at level 2 filtering which allows access to millions of educational and other websites but it blocks websites from the 'games' category. It also blocks Youtube, 'social networking' sites.
- 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 usage policy.
- Downloading apps on the school ipads will not be permitted. Only teachers will have access to the AppleID and are permitted to add apps to the iPads.

1.2 Technologies Covered

Nun's Cross N.S. may provide students with Internet access, desktop computers, digital imaging equipment (visualisers), laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, 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.

1.3 Nun's Cross ICT Network

- The Nun's Cross 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

- Editorial status for the website is held by teachers and is overseen by coghlanweb. Publishing of information is restricted to the principal.
- Teachers have full editorial rights over the school blog. Students will not have access to post on this forum.
- The school blog and SeeSaw do not allow for parents or visitors to comment on work posted. In SeeSaw, settings are restricted not to allow comments, likes or sharing of work. Only parents have access to their child's work, allowing a triad of parent/child/teacher access.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Nun's Cross N.S. existing Code of Behaviour
- Misuse of school resources may result in disciplinary action
- 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 property
- When blogging, 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.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security

1.4 Photographs

- Nun's Cross N.S. use the blog and website to celebrate the success stories and great achievements of our students. We use photographs/video/other multimedia to compliment text content on the blog.

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.

1.5 Nun's Cross online collaboration through blogging and other platforms

Nun's Cross 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. In the case of our school, Zoom is the only forum which allows students to do this and this is only restricted to periods of remote learning. When using Zoom, teachers will disable the chat feature which allows for private messaging - ensuring that all messaging is visible for the whole group. The chat feature may be disabled and parents will be contacted if there is any inappropriate messaging occurring. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

1.6 Nun's Cross N.S.'s own mobile devices

Nun's Cross N.S. may provide students with iPads, laptops, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same expected 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.

1.7 Mobile devices in the possession of Nun's Cross N.S. 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 expected use policy should always be used.

1.8 Nun's Cross 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. They must twice 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.

1.9 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 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.

1.10 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

1.11 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 (on the Nun's Cross N.S. website or blog) 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.
- School videos on Vimeo or YouTube are not available for search or comment on the host sites

1.12 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 Nun's Cross National School. 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
- Nun's Cross NS will facilitate a yearly visit by the Ashford community Garda to provide education on safe and responsible use of the internet
- The school will support students, teachers and parents in dealing with cyberbullying Nun's Cross 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.

1.13 Violations of this Expected Use Policy Violations of this policy in Nun's Cross 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
- Expulsion

1.14 Legislation

- The school will make available, information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
- Data Protection Act 1988 (and Amendment Act 2003)
- <http://www.dataprotection.ie/>
- <http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
- <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
- <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

1.15 iPad agreed time limits per class

- ❖ Junior and Senior Infants – 20 minutes per week
- ❖ 1st & 2nd class – 30 minutes per week
- ❖ 3rd & 4th class – 45 minutes per week
- ❖ 5th & 6th class – 1 hour per week

This policy is due for renewal in April 2026.

This policy has been ratified by the Board of Management on 20th March 2024

Chairperson of the Board of Management

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.

Appendix 3

Examples of Unacceptable Use

PERMISSION FORM TEMPLATE

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

Name of Student:

Class/Year:

Student: I agree to follow the school's Acceptable Usage 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 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/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.

Parent/Guardian Signature:

Date: