

Scoil Áine Naofa  
Loreto,  
An Uaimh,  
Co. na Mí.



St Anne's  
Loreto Primary School  
Navan,  
Co. Meath.

Telephone: (046) 9023039  
Email: [office@stannesnavan.ie](mailto:office@stannesnavan.ie)  
Roll No. 00883P

**Re: Acceptable Use Policy  
Agreement Form**

Dear Parents / Guardians,

As part of the school's education programme we offer supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance the learning experience.

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. It is important that this document is read carefully with your child/ren. Please acknowledge that you have done so by including your signature on the Admission documents. This document is retained on your child's school file.

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 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. Please see suggestions in relation to this on [www.webwise.ie](http://www.webwise.ie), this link is also available on [www.stannesnavan.ie](http://www.stannesnavan.ie)

Yours sincerely,

*Clíodhna O'Bric.*

**Clíodhna O'Bric**  
**Principal**

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**School:** St. Anne's Loreto Primary School

**Address** Fairgreen, Navan, Co Meath

### **Rationale:**

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. However, the use of digital technologies needs careful consideration and management if they are to have a positive educational impact. Children and young people need to be guided and supported to become ethical digital citizens. In a school setting, using digital technologies can be invaluable in equipping children with the skills to navigate the online world safely. 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.

### **Ethos:**

As a Catholic School, St. Anne's Loreto P.S. takes our engagement on these devices from the principles of our love of God and our neighbour. We therefore expect that our use of devices as a learning tool and to communicate with others is based upon the premise of respect for others.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on **17<sup>th</sup> December 2020** (incorporating Circular 38/2018).

By: **Clíodhna O'Bric; Sheelagh O'Sullivan & Olivia McElwaine.**

### **School 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.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will monitor students' 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-ROM's, or other digital storage media in school, requires 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.
- Children will sign an iPad contract annually to ensure appropriate use of iPads.
- Children will abide by the school iPad rules which are displayed in every classroom.

## **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.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright information)
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the 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.
- We ask that our pupils use common sense. If they think a website does not look 'right', they must inform a teacher of any concerns. They must think twice before they click on anything they feel is not 'right'. If they believe a device may be infected with a virus, they must inform their teacher.

## **Email**

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy 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.

## Communications

A wide range of rapidly developing communication's technologies has the potential to enhance learning. The following table shows how the school currently considers the benefits and risks / disadvantages of using these technologies for education.

### STUDENTS

Communication Technologies.	Allowed	Allowed at certain times.	Allowed with teacher permission and supervision	Not allowed.
Use of Mobile Phones.	School Mobile Phone Policy states: <i>The use of mobile phones is not permitted by students during school hours on the school premises or at school activities.</i>			
Use of Mobile phones in lessons				✓
Use of mobile phones in social time at school.				✓
Taking photos/videos of pupils for school activities on school handheld devices for appropriate school use.			✓	
Use of personal email addresses in school or on school network.			✓	
Use of school email for personal emails				✓
Use of chat rooms / facilities.				✓
Use of instant messaging.				✓
Use of social networking sites - YouTube only			✓	
Use of blogs				✓
Use of the See Saw platform to facilitate remote learning (following individual parent/guardian consent) *	✓			
Use of teachers school email account to facilitate pupil learning and 2-way communication during school hours only.		✓		

\* Consent is sought from parents / guardians via Aladdin Connect Permissions which is GDPR compliant.

## STAFF

	Allowed	Allowed for school / educational purposes.	Not allowed.
<b>Communication Technologies.</b>			
Use of mobile phones.	✓		
Use of Mobile phones in lessons		✓	
Use of mobile phones in social time (outside of pupil contact time)	✓		
Taking photos/videos of pupils for school activities on personal handheld devices for appropriate school use.		✓	
Use of personal email addresses in school or on school network. (Outside of pupil contact time).	✓		
Use of school email for personal emails			✓
Use of chat rooms / facilities.			✓
Use of instant messaging.			✓
Use of social networking sites - YouTube, Pinterest, Class Dojo & school Twitter account only.		✓	
Use of blogs		✓	
Use of the See Saw platform to facilitate remote learning.	✓		
Use of the Aladdin Connect App to message parents/guardians and to facilitate permissions/responses from parents/guardians.	✓		
Use of individual teaching / support staff school email accounts to facilitate communications with the pupils in the presence of parents/guardians.	✓		
Use of school phones / personal mobile phone (with number blocked) to facilitate dialog with parents / guardians in relation to pupil learning and progress reporting during school hours only.	✓		

## Inappropriate Activities

Users Actions		Acceptable	Acceptable for school related activities	Acceptable for nominated users.	Unacceptable	Unacceptable and Illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images.					✓
	Promotion or conduct of illegal acts, e.g. under the child protection obscenity, computer misuse and fraud legislation.					✓
	Racist material					✓
	Pornography				✓	
	Promotion of any kind of discrimination.				✓	
	Promotion of racial or religious hatred.				✓	
	Threatening behaviour, including promotion of physical violence or mental harm.				✓	
	Any other information which may be offensive to colleagues or breaches the integrity				✓	
Using school systems to run a private business.					✓	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school.					✓	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.					✓	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					✓	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet.					✓	
On-line gaming e.g. maths, educational games			✓			
On-line gambling					✓	
On-line shopping / commerce			✓			
File sharing			✓			
Use of social networking sites.			✓			
Messaging by Parents/guardians to school staff outside of school hours.					✓	

## School Website

- Students 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 onto the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as comments and user-generated content 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- The school website will avoid publishing both the first name and the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use student's names in image file names or ALT tags if published on the web.

## Personal Devices.

Students are not permitted to use their own technology personal devices in school or anywhere on the school campus.

## Legislation

The school provides links to the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003  
<https://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>
- Data Protection Act 2018 <https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>
- Human Trafficking Act 2008  
<https://www.irishstatutebook.ie/eli/2008/act/8/enacted/en/html>
- Child Trafficking and Pornography Act 1998  
<https://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>

## Sanctions

Violations of this policy in St. Anne's Loreto Primary School, (Misuse of the Internet) will result in immediate parental contact and may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

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This Policy was first ratified by St. Anne's Loreto Primary School, Board of Management on Thursday 11<sup>th</sup> February 2016.

Signed: *Máire O'Donoghue*  
Chairperson of Board of Management  
Date: 27<sup>th</sup> April 2023

Signed: *Clíodhna O'Brien*  
Principal  
Date: 27<sup>th</sup> April 2023

## Pupil Acceptable Use Policy

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

**School Name:** St. Anne's Loreto Primary School

**Name of Student** \_\_\_\_\_

**Class** \_\_\_\_\_

### 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.) While the school cannot be held responsible if students access unsuitable websites, every reasonable precaution has been taken by the school to safeguard pupils. This policy is provided to make all users aware of their responsibilities associated with efficient, ethical and lawful use of technology resources.

*\*Please tick ✓ the appropriate box below according to your wishes:*

**I accept the above paragraph**   
*(Please tick as appropriate)*

**I do not accept the above paragraph.**

In relation to the school website. I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable use Policy relating to publishing student's work on the school website.

**I accept the above paragraph**   
*(Please tick as appropriate)*

**I do not accept the above paragraph.**

The school maintains a database of photographs of school events. It has become customary to take photos of students in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in brochures, year books, newsletters, local and national newspapers and similar school-related productions. In the case of published photographs, student's names will not appear in these publications as a caption to the picture.

**I accept the above paragraph**   
*(Please tick as appropriate)*

**I do not accept the above paragraph.**

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

(Included in the School Admissions Pack)



## **Staff Acceptable Use Policy Agreement Form**

**Please return to the Principal**

**Name:** \_\_\_\_\_

I have read, understand and will abide by the St. Anne's Loreto Primary School Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and / or legal action may be taken.

**Signature:** \_\_\_\_\_

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