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Acceptable Use Policy (ICT)

Introduction

The aim of this I.C.T. Acceptable Use Policy is to ensure that pupils 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. Therefore, if Maynooth B.N.S. AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that the AUP will be revised and updated as required.

School's Strategy

Maynooth B.N.S. employs a number of strategies in order to maximize 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 provided by NCTE and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material. Additional security is provided by a network firewall.
- Maynooth B.N.S. will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of internet safety. Parents should also familiarise themselves with internet safety issues - information available on www.webwise.ie or similar websites.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis where necessary.
- The use of personal memory sticks 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.

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 infringement).

- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of Maynooth B.N.S.'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.

Classwork and Communication

- Students will use approved class accounts under supervision by or permission from a teacher e.g. Google Classroom.
- 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 or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through the internet.
- Students will note that sending and receiving file attachments is subject to permission from their teacher.
- Students will only have access to discussion forums, messaging or other electronic communication forums that have been approved by the school and supervised by the teacher
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Log-in credentials will be agreed upon by the teacher where necessary.
- Communication between students on online platforms will be closely monitored at all times.

School Website

- Students may be given the opportunity to publish projects, artwork or school work on the school's website. This will be decided and agreed upon by the teacher and the website administrator.
- Maynooth B.N.S. will endeavour to use photographs, audio or video clips focusing on group activities. Content focusing on individual students will not have a name attached.
- Personal pupil information will not be published on the website.
- Maynooth B.N.S. website will avoid publishing the last name of individuals in a photograph. Maynooth B.N.S. will ensure that the image files are appropriately named.
- Image files names will not contain any personal information that may identify a student.

Appendix 1 provided detailed guidelines on the school's website content

Legislation

Maynooth B.N.S. strongly suggest that teachers, students and parents should familiarise themselves with the following pieces of legislation:

1. The Online Safety and Media Regulation Act 2022
2. General Data Protection Regulation (GDPR)
3. Data Protection Act 2018
4. Child Trafficking and Pornography Act 1998 – 2020
5. Interception Act 1993
6. Video Recordings Act 1989 - 2008

Sanctions

Misuse of the internet 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

Promoting Safe Internet Use

The school as a whole will participate in an annual 'Safer Internet Day'. Classes from all levels will engage in discussions and various other activities around the topic of internet safety. Students from 5th and 6th classes will receive a talk each year about how to be safe and responsible online. Talks will be given by current staff members and outside experts.

Consent

The school will begin using Aladdin Connect to gather consent from parents annually.

Ratification:

This policy was reviewed and ratified by the Board of Management at a meeting on 27/02/23.



Manus McCarron
Chairperson of the Board of Management

Appendix 1:

Website Content Guidelines

Introduction

The mission of Maynooth BNS, in partnership with their teachers and Parents/Guardians, is to educate our pupils to their fullest potential, in an environment where Christian values are fostered and where they are happy, safe, respect themselves and others and where each child feels equal.

The school's website will promote this mission in all aspects of its content and administration.

Preamble

Content contained on the St. Mary's BNS website is the property of the school. Material appearing on the site will not be copied, republished, posted to other sites, or redistributed in any way without prior agreement with school management.

Objectives

These guidelines aim to:

- ensure the safety and security of students and staff
- provide clear guidelines for content hosted on the school's website
- outline procedure in relation to content management
- identify those with administrative access to the website

1. Website Content

a) Personal Contact Information

No personal contact information will be published in website content other than where a service provider wishes the school to publish this information (i.e. after school care or bus service providers) Contact details for the school office and Parents' Association will be present; contact can be made with individual members of the school community through these channels where necessary.

b) Photographs

Photographs are used to celebrate and promote pupils' achievement and activities and the school in general. The wishes of individual parents in relation to photographs will be respected at all times. Photographs will be removed by website administrators on request.

The following procedure will be followed when publishing photographs of children:

- Pictures should focus on groups of children, rather than photos of an individual.
- Names should not be used to label pictures. If names are used in accompanying text the names need to be kept separate from images, and only first names are to be used.
- Teachers will exercise care when taking photographs to ensure that the activities are appropriate and promote the school and its values and mission.

c) Student Work

Images and samples of students' work will be published on the school's website in accordance with the procedure outlined in this section. As in 1(b) the wishes of parents will be respected and images and samples of pupils' work will be removed upon request.

- Images of work may include a child's first name i.e. in cases where a name is written on the actual work prior to the image being taken.
- Students' names will not be added to images during the process of editing and publishing the website.
- Names may appear in bodies of text accompanying images.
- As per the Website and Twitter Consent Form the school may on occasion add text labels pictures of work e.g. in cases where work has won awards in competition. On these occasions first names only will be used.

d) Video Images

Similar to the publication of photographs (1(b) above) short videos may be published online. The same procedures apply here as to what is set out in 1(b).

e) Links

Links to other websites may appear on the St. Mary's BNS website. Links will pertain to curriculum subjects, pupil activities, school administration or will form part communication from school management with the school community.

While links will be checked by the site administrators on a regular basis, St. Mary's BNS is not responsible for the content or policies of linked websites.

2. Content Maintenance

a) Access for Administration and Maintenance

The website will be maintained by the postholders with responsibility for the site.

The school secretary will have access to the site.

The Principal will have access to the site and may request information be added or removed by others with access to the site.

b) Content Management

All content will be monitored by the website team and Principal to ensure it upholds the standards, spirit and mission of St. Mary's BNS.

Student work displayed will be updated on a regular basis as deemed necessary by website administrators.

The majority of content (excluding banners, headers, school policies...etc) will be removed or archived after the period of 2 years (or earlier in light of a request from individual pupils, parents, teachers or school management).

The index page (home page) will be edited on a regular basis by the website team ensuring latest news is available on the site.