



Knockmahon N. S.
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ACCEPTABLE USE POLICY

KNOCKMAHON N.S. BONMAHON CO. WATERFORD. ROLL 18077L

1.0 Introduction

KNOCKMAHON 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 use a Facebook page and maintain www.knockmahonns.com as our school website. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature. We also have a social media policy.

1. Technologies Covered

Knockmahon N.S. may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, 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.

2. Knockmahon N.S. ICT Network

- The Knockmahon N.S. 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 Bright Cloud.
- Teachers have full editorial rights over the school website and Facebook page. Students will not have access to relevant passwords.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Knockmahon 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 technologies.
- When 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.
- The principal monitors all followers/followees and all are for the intended educational purpose.
- There are no full name references on our Facebook page and a conversational but formal tone is followed.
- There is a social media policy for parents and the community on our website.
- We do not follow or reply to posts on Facebook.
- The staff and teachers of Knockmahon N.S. commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting.



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- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

3. **Photographs**

Knockmahon N.S. use our Facebook page and website to celebrate the success stories and great achievements of our students. We use photographs/video/other multimedia to compliment text content. We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians on their child's enrolment form.
- Parents/Guardians can change their decision at any time by sending a signed & dated note to the principal.
- 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 alone and named under that photograph.
- All photographs will contain more than one child.

4. **Knockmahon N.S. mobile devices.**

Knockmahon N.S. may provide students with mobile computers, 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.

5. **Mobile devices in the possession of Knockmahon 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.

6. **Knockmahon N.S. 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 think 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.

7. **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 relatives to see. More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

8. **Plagiarism**

- 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.



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9. **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 or 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 birthdates 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 Knockmahon N.S. website or Facebook) 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 YouTube are not available for search or comment on the host sites.

10. **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 Knockmahon N.S.

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.
- The school will support students, teachers, and parents in dealing with cyberbullying.

Next review date: September 2023