



## Acceptable Use Policy

### Introduction

The aim of this Acceptable Use Policy(AUP) is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. It outlines the school's policy on permitted usage of the Internet and digital devices.

The policy applies to the school's internet/WiFi, all current and future digital devices, and all internet users in Citywest & Saggart Community National School (To include pupils, staff, parents and visitors to the school). Access to the Internet is authorised through the school/DDLETB's network administrator.

If the school's AUP is not adhered to, access to the internet and/or devices will be withdrawn and appropriate sanctions, as outlined in the AUP, Code of Behaviour and/or Anti-Bullying Policy, will be imposed.

This AUP should be read carefully by parents and discussed with their children to ensure that the conditions of use are accepted and understood. Parents and students will be expected to sign a form of acceptance and agreement of the AUP.

### Rationale

- To provide staff, parents and students with clear guidelines and expectations with regard to the use of the internet, digital devices and associated programmes/sites/apps/etc.
- To ensure best practise is adhered to in relation to safe and respectful internet and digital device usage.

### Aims:

- To ensure that students benefit from the learning opportunities offered by internet access and digital devices in a safe and positive manner.
- To respect the use of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others with respect at all times and respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.

### Defined Areas of Use

This policy includes a general overview of the approach used in providing a safe approach to the use of the internet and digital devices in our school. It then includes more detailed guidance and acceptable behaviours in relation to individual areas of interest.

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## General Approach

### Expectations\*

When using the internet students, parents and staff are expected:

- To not undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.

\*Students will have the opportunity to create their own child-friendly ICT Expectations annually.

### School Strategies

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:

- Filtering software (Filter Level 6 on Schools Broadband Network) and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software is not permitted. An administrator password is required for all software downloads.
- Students are instructed to use child safe search engines including Kidtopia, Kid's Search Engine, Kiddle, Safe Search Kids. Google search, etc. are not permitted for use by students and only used by staff when their screen is not visible to students.
- Only age appropriate sites, apps and resources are used.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software is used and updated by DDLETB on a regular basis.
- Internet use within school is always supervised and monitored by a teacher or staff member.
- All school devices are connected to the school CSCNS Wi-Fi only. External devices where necessary, and not used by students, can be connected to the CSCNS Guest Wi-Fi. No external devices should be connected to the main CSCNS Wi-Fi. This is due to a lower filtering level on the Guest Wifi.
- Should the safe use of a school device be compromised in any way, e.g. by unexpected pop-ups or access to websites outside of the school filtering system, all student access to devices is temporarily suspended. Events are notified to the ICT coordinator and appropriate actions are taken to rectify the situation in house or with the support of DDLETBs IT department.
- All website browsing histories are deleted from devices at the end of the school year, and more frequently if necessary.

### Support Structures

Citywest and Saggart Community National School implements the following strategies on promoting safer use of the internet:

- Students are provided with education in the area of internet safety as part of our implementation of the SPHE curriculum and other curriculum areas.
- Internet safety expectations and support advice are communicated to the students in Citywest and Saggart Community National School annually at the start of the school year through whole class lessons before internet enabled devices are introduced.
- Teachers are offered and encouraged to complete continuing professional development opportunities in the area of internet safety.
- Citywest and Saggart Community National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- The school informs students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet when needed.
- Information regarding safer internet access and online usage is provided to parents, including, but not limited to: safer internet talks, links to supporting websites, publications. A page on the school website is used to provide up to date links and information in this regard.

### Accountability

- Misuse of the Internet and digital technologies, including cyber-bullying is referred to in the school's Code of Positive Behaviour and Anti-Bullying Policies. Direction on managing the misuse of the internet and digital technologies is contained in these policies.
- The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.
- Should serious online safety incidents take place, the school principal should be informed immediately.
- Citywest and Saggart Community National School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Citywest and Saggart Community National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and follow the associated guidelines of our Code of positive Behaviour and Anti-bullying Policies.

### Legislation

The School AUP and anti-bullying policy are in line with the following legislation relating to use of the Internet:

- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- EU General Data Protection Regulations (GDPR) 2018
- Student Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children's First Act 2015
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection Acts 1988/2003
- Copyright and Related Rights Act 2000
- Interception Act 1993
- Criminal Damage Act 1991
- Video Recording Act 1989

### Inappropriate Activities

Users of the school internet and/or devices should not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the student protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- 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)
- Creating or propagating computer viruses or other harmful files
- 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
- Online gaming deemed irrelevant to school curricular learning and/or inappropriate for student ages.
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Student sexual abuse material
- Any other activity considered questionable

## Defined Areas of Use

### Web Browsing and Downloading

- Users will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will report accidental accessing of inappropriate materials in school to their class teacher or IT coordinator.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Users will use the Internet for educational purposes only.
- Users will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Users will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Users will remember that downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Users will never disclose or publicise personal information or passwords.
- Users will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.
- Use of file sharing is only allowed with staff permission
- Torrent sites are not allowed.
- Teaching staff will select websites which will support student's learning. All websites and downloaded resources should be checked by teaching staff before use by students. All apps and videos used should be vetted before use and be within the age range of their class.

### Email and Messaging

- The use of personal email accounts is not allowed at Citywest and Saggart Community National School.
- Students & staff will use approved school email accounts.
- Students & staff will not, under any circumstances, share their email account login details with other students or staff.
- Students & staff will not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will be aware that email communications are monitored.
- Users will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Users will immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Students should report any such communications to a teacher.
- Users will avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
- Users 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 emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Users will not forward email messages or screenshots of emails or "reply all" without the permission of the originator.
- Students will only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.

- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

### Social Media and Messaging Services

The following statements apply to the use of messaging, blogging and video streaming services in Citywest and Saggart Community National School:

- Use of instant messaging services and apps including but not limited to Snapchat, WhatsApp, TikTok, etc. is not allowed on school devices in Citywest and Saggart Community National School.
- Use of blogs such as WordPress, Tumblr etc. is allowed in Citywest and Saggart Community National School with expressed permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with expressed permission from teaching staff.
- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Citywest and Saggart Community National School community.
- Staff and students must not discuss personal information about students, staff and other members of the Citywest and Saggart Community National School community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Citywest and Saggart Community National School into disrepute.
- Staff and students must not represent their personal views as those of Citywest and Saggart Community National School on any social medium.
- Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here:

<https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

### Digital Learning Platforms (including video conferencing)

Citywest and Saggart Community National School uses the following digital learning platforms:

- Seesaw
- Zoom
- Google Classroom
- Class Dojo

Accounts used with these platforms are owned and managed by the school. These platforms enable two-way communication.

Any other learning platforms other than those listed must be approved by the principal before use.

- Students and staff must only use their school email for accessing the school digital learning platforms.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Prior acceptance from parents should be sought for student usage of the schools' digital learning platforms.
- A Remote Learning Policy details further information in relation to relevant platforms.

- All up to date security and privacy features should be enabled when using these platforms.

### Images and Video

- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Citywest and Saggart Community National School students must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website and social media accounts, including Twitter and Facebook. Further permission is required from parents if photo or video footage is requested by outside agencies.
- Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Citywest & Saggart Community National School to any social media platform. This includes images from in-school concerts, sports day events, etc.

### School Websites and Social Media Accounts

- Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website, Twitter account and Facebook page.
- Students will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- Citywest and Saggart Community National School will only use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website or social media accounts with parental permission.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Citywest and Saggart Community National School web pages.
- Citywest and Saggart Community National School will avoid publishing the first name and last name of students in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

## iPads, Smart Phones & Laptops

Students will be given the opportunity to use iPads, smart phones connected to VR equipment and/or laptops as part of a lesson or as a supplementary activity.

- Students will only be permitted to use apps and websites recommended by the teacher.
- When using these devices, students must obey internet safety rules outlined in this policy.
- Students are not permitted to use any camera tool unless directly instructed to by their teacher. When permission is granted, students should follow the rules outlined regarding images and video.
- Smart phones are used for the sole purpose of VR experiences. VR experiences are vetted by the teacher in advance of use.
- Staff should sign into laptops using their own username and an original password. This password should not be shared with any other staff, substitute teachers or students.
- Substitute teachers should sign into sub/staff laptops using Student username and password to reduce access to sensitive information on the server. Access to google drive is through [subs@cscns.ie](mailto:subs@cscns.ie) with access limited to the CSCNS Subs drive.

## Personal Devices

Citywest & Saggart Community National School does not currently allow students the use of personal devices on school property or during school hours including school tours.

The following statements apply to the presence of any personal digital devices including phones, tablets, gaming devices, smartwatches, in Citywest and Saggart Community National School:

- If a student needs to bring a personal mobile phone or other internet-enabled device into Citywest and Saggart Community National School for personal use before or after school, it must be switched off at all times during school hours. This includes during school tours/outings.
- Students are not allowed to use personal devices during lessons.
- Students are not allowed to use personal devices during social time.
- The school accepts no responsibility for personal devices brought on campus that are damaged or stolen.



## Roles

### The Principal

- Co-ordinate the acceptance of the Acceptable Use Policy, and use of specific Learning Platforms by, through the enrolment of new students and the annual updating of documents of current students
- Investigate any serious breaches of the AUP and ensure sanctions are enforced
- Approve the downloading of software to school devices

### ICT Co-ordinator

- Ensure all website histories are deleted from devices at the end of the school year and when necessary
- Organise teacher CPD in the area of internet safety
- Inform staff during start of year induction of the main points of this policy and provide reminders throughout the school year.
- Ensure staff are aware when devices are to be withdrawn from use when their safe use has been compromised.
- Ensure glance cards detailing the relevant points from this policy are stored with devices and general glance cards are disseminated to staff at the start of the year and to sub teachers, new staff when needed.
- Coordinate the updating of this policy in line with any new technologies/devices introduced to the school.
- Promote activities for Internet Safety Day among staff
- With the SPHE coordinator, ensure the completion of internet/device safety lessons in year groups
- Inform staff, students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet when needed
- Organise for the dissemination of information regarding safer internet access and online usage to parents, including, but not limited to: safer internet talks, links to supporting websites, publications.
- Update the school website page with information about safer internet access and online usage
- Ensure the rectifying of any issues regarding the safe use of devices in the school
- With the principal, approve the downloading of software to school devices

### All Staff

- Follow the guidelines set out in this AUP
- Supervise students use of ICT
- Model and provide instruction in the ethical and appropriate use of technology in the school setting
- Maintain a curricular focus in the use of ICT
- Inform the ICT coordinator of any issues regarding the safe use of devices in the school
- Will not share their personal log in details for laptops, google, Aladdin and any student academic or communication sites including Spellings for Me and Seesaw, with any other staff or non-staff persons and ensure their password is updated to an original one of their choosing.
- Will not share the password for the CSCNS WiFi with non-staff members
- Will only use the CSCNS Guest WiFi on personal devices
- At events, remind those with cameras that images should not be uploaded to social media sites

### Class Teacher

- Teach/remind children about the internet safety and device expectations at the start of each school year and at the introduction of any new type of device/software/etc.
- Teach students about netiquette regarding social media



- Monitor & supervise students use of devices and the internet
- Ensure students access to any internet sites, browsers, apps, videos, devices, etc. is age appropriate and for the purpose of supporting students learning
- Vet all videos and resources shown to students via the Smartscreen in the classroom or devices prior to lessons to ensure age appropriateness and safety
- Ensure permission is sought and accepted by parents prior to the photographing of students and the publishing of work on the internet

#### Parents/Guardians

- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community
- Ensure that their child understands the contents of this policy.

#### Students

- Students must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community
- Students must follow the rules outlined in this Acceptable Use Policy and the rules/guidelines communicated to them by school staff.

#### Success Criteria

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring internet activity.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of students, parents, and teaching staff.

The implementation of this Internet Acceptable Use policy will be monitored by the ICT co-ordinator.

#### Ratification and Review

This plan was formally ratified by the Board of management in June 2023.

The plan will be implemented by the school staff supported by the Board of Management from August 2023.

#### Timetable for Review

To ensure this policy remains up to date in line with changes in technology/internet, this policy should undergo revision by the ICT coordinator/ICT committee annually, with a review involving all parties in the year 2025/2026.

| This policy was ratified by the school's Board of Management |                          |
|--|--------------------------|
| Signed:<br><br>Chairperson                                   | Signed:<br><br>Principal |
| Date:  | Date:                    |

**Pobalscoil Náisiúnta  
Iarthar na Cathrach & Theach Sagard**  
*Lána Bhaile Uí Fhoirtcheirn,  
Iarthar Na Cathrach,  
Baile Átha Cliath 24*

Príomhoide: Maidhc O' Broin  
Leas-Phríomhoide: Orla Uí Dhochartaigh



**Citywest & Saggart  
Community National School**  
*Fortunestown Lane,  
Citywest  
Dublin 24*

Principal: Mike Byrne  
Deputy Principal: Orla Doherty

## Permission Form

### Student

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy and the rules explained to me by the school.

Student's Signature: \_\_\_\_\_

Name in Print: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

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

### Parent

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and I understand that Internet access is intended for educational purposes and grant permission for my son/daughter or student in my care to use school devices for the purposes outlined by the staff and access the Internet via these devices when permission is given. 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.

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

Name in capitals: \_\_\_\_\_

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

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

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

Name in capitals: \_\_\_\_\_

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

## Internet Safety Resources

- Selection of Useful websites for Teachers and Parents/Guardians
- Digiduck Stories – 3-7yrs
- Be Internet Legends – 2<sup>nd</sup>-6<sup>th</sup> class
- STAR SEND Toolkit
- Trust Me – 7-11, 11-14
- Digital Resilience 11-14
- Think You Know – 4-18
- HTML Heroes 1<sup>st</sup>-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>
- MySelfie and the Wider World
- All Aboard for Digi Town
- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://makeitsecure.org>
- Safe Internet - <http://www.saferinternet.org/>
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org> A

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**Citywest & Saggart**  
**Community National School**  
*Fortunestown Lane,*  
*Citywest*  
*Dublin 24*

Principal: Mike Byrne  
Deputy Principal: Orla Doherty

## Letter to Parents Regarding AUP

Dear Parent/Guardian,

Re: Safe and Responsible Use of the Internet

As part of the school's education programme we offer students supervised access to the Internet. This allows students 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 and digital technologies requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, and the permission form is signed by a parent or guardian and returned to the school.

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.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment 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.

Parents/Guardians can find a range of advice, support, tools and resources on the Webwise Parents Hub available on [webwise.ie/parents](http://webwise.ie/parents). On the hub you'll find explainer guides to popular apps, talking points, how to guides, expert advice videos and a free Parents' Guide to a Better Internet.

Yours sincerely,

## Action Plan for Initial Implementation of AUP

| Item                         | Timeline       | Actions  | Responsible  |
|------------------------------|----------------|--|--|
| Communication of updated AUP | June 2023      | <ul style="list-style-type: none"> <li>Organise ratification by BOM</li> </ul> <p>Following this:</p> <ul style="list-style-type: none"> <li>Inform parents</li> <li>Inform staff</li> <li>Upload to website</li> <li>Upload final version in relevant google drive folder</li> </ul>        | Principal - Mike Byrne   |
| AUP Glance Cards             | August 2023    | <p>Create glance cards for devices in school detailing relevant points from AUP</p> <ul style="list-style-type: none"> <li>General class (smartscreen, teacher responsibilities, internet)</li> <li>iPads</li> <li>Laptops</li> <li>VR equipment</li> <li>Cameras</li> <li>Seesaw</li> </ul> | ICT Coordinator – Orla Doherty                                       |
| ICT Website Page             | August 2023    | Create page on school website with information and links regarding safer internet and device usage   | ICT coordinator – Orla Doherty                                       |
| Safer Internet Lessons       | September 2023 | Review the lessons/programmes in use in the SPHE policy for the teaching of internet use, their class usage and timeline   | ICT coordinator – Orla Doherty<br>SPHE coordinator – Rachel McMackin |

## Action Plan for Ongoing Dissemination of AUP

| Item                          | Timeline  | Actions   | Responsible  |
|-------------------------------|---|---|--|
| New parents                   | On enrolment  | <p>Ensure parents are informed of policy and receive access</p> <p>Ensure agreement is sought for use of devices &amp; internet.</p> <p>Ensure permission is sought for use of photos/videos and published work</p> | Principal – Mike Byrne   |
| AUP Glance Cards              | Termly  | Ensure glance cards are stored with all devices   | ICT Coordinator – Orla Doherty                                       |
| Safer Internet/device Lessons | At specified times for year groups  | <p>Ensure resources are disseminated and lessons are undertaken at agreed times.</p> <p>Inform parents by email so united message is shared.</p>  | ICT coordinator – Orla Doherty<br>SPHE coordinator – Rachel McMackin |
| Communication of updated AUP  | Annual induction of staff in August<br>New staff members starting during year<br>Sub teachers | <p>Time given during induction</p> <p>Meeting with staff members starting at other times of the year</p> <p>Main information glance card stored with sub laptops/paperwork</p>                                      | ICT coordinator – Orla Doherty                                       |
| Safer Internet Day            | Usually February  | <p>Remind class teachers of upcoming event.</p> <p>Provide links and/or ideas for lessons</p>   | ICT committee  |