



Acceptable Use & Social Media Policy

The aim of this 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. In addition to our AUP we have also devised a Remote Teaching and Learning Plan. The policy should be read in tandem with this policy, Code of Behaviour & Positive Behaviour Policy, Child Protection, Data Protection and Anti-Bullying (including Cyber Bullying) Policy.

It is envisaged that the board of Management and Teachers will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

School's Strategy:

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will always supervise Internet sessions.
- Websites will be previewed / evaluated using the National Council for Technology in Education (NCTE's) website evaluation model before being integrated into lessons.
- Access will only be allowed to approved sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Each teacher will regularly monitor and archive pupils Internet usage.

- Students and teachers will be provided with training in the area of safer Internet practice.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission AND scanning through the school's antivirus protection before entering the school's network.
- While online students will always treat others with respect.
- In accordance with the Anti-Bullying Procedures for Schools, Mary Queen of Ireland GNS considers 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 others—as bullying behaviour.

World Wide Web:

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Access to the Internet will only be during class time and with direct supervision.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor, close the laptop or lock the iPad and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will not disclose or publicise personal or confidential information for example their own or classmates' home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.

- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

Email:

- Students will use approved class email accounts if and when these are established, under supervision or permission of 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** send any messages via email without the permission of the teacher.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat:

- Students will only have access to moderated chat rooms or discussion forums such as those found on the ScoilNet website, Seesaw & other digital platforms approved by the school if these are deemed appropriate by Board of Management, principal and class teacher.
- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised by a teacher.
- Face to face meetings with someone via Internet chat will be forbidden unless in a school setting as per remote learning plan.

School Website and School Social Media Accounts:

- Pupil's projects, artwork or schoolwork may be published on the school website and/or school social media account.
- Each class teacher will coordinate the publication of student work on the school website and/or school social media account.

- Only photographs of students, whose parents/guardians have given permission through Aladdin or on a hard copy, will be published on the school website and/or school social media account.
- Personal pupil information including surnames, home address and contact details will be omitted from school web pages and school social media accounts.
- The pupil will continue to own the copyright on any work published.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents:

- Many social media sites have minimum age requirements. We advise parents to not allow their children to have personal accounts on Snapchat, Tik Tok, Instagram etc. until they are the appropriate legal age.
- Social media sites can be used by teachers in class, for example, YouTube. All student interactions will be under the supervision of the teacher.
- Please do not reshare or tag photographs from the school website or school social media accounts that identify children or staff of the school.
- Please ensure that all online communication to the school is respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to “friend” a member of staff in the school. The staff would like to keep their personal lives private. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- If there is a breach of the Mary Queen of Ireland AUP & Social Media Policy the school will undertake disciplinary action including warnings, withdrawal of access privileges, detention, or, in extreme cases, suspension or expulsion as outlined by the schools Code of Behaviour. A person may also be blocked from accessing the social media account.

School Communication

Aladdin Connect

All notifications and communication with parents will be through the Aladdin Connect app and parents are asked to download this app and check it regularly for notifications.

Remote Teaching and Learning

Seesaw

Our school may use Seesaw as a digital platform to aid two-way communication with pupils. Parents must provide consent for their child to use Seesaw and this permission is given through Aladdin. Each pupil will receive a Home Learning Code from their class Teacher. This Learning Code should not be shared with anyone and is unique to each pupil.

Zoom

Our school will use Zoom as a video-conferencing platform to enable live communication between pupils and teachers. An invitation for a pre-arranged Zoom meeting will be sent via Aladdin with a secure password, all participants must register in advance for the meeting. Pupils will use their full name when joining a meeting and parent **MUST** be present in the same room at all times.

Please see Remote Learning Plan for detailed online etiquette while engaging with these platforms

Personal Devices

- **Pupils are not permitted to bring or use personal mobile phones, tablets, smart watches, digital cameras or any such equipment to school under any circumstances.** In the event of these items being brought to school, accidentally or otherwise, they will be confiscated. The pupil's parent/guardian will be contacted and an appointment made with school management in relation to collection of the digital device.
- Pupils, staff and parents/guardians are not permitted to use any personal digital device to record or photograph another pupil, staff member or parent/guardian unless consent is given. Staff members may photograph or record pupils and parents engaging in grouped educational activities for the purpose of our school website and/or school social media account.

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the taking of images with a mobile phone camera, tablet or smart watch, still or moving is strictly prohibited and is in direct breach of this policy and the Code of Behaviour.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with where appropriate:

- Data Protection Act 1988-2018

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Acts, the school only will only publish pupil information that is relevant to the context of the web page and school social media account.

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Anti-Bullying Guidelines for Primary Schools 2013

Support Structures:

It is envisaged that this AUP will be discussed and explained to students, the content of this policy will form part of SPHE lessons and in particular specific lessons and awareness of cyber-bullying. Safer Internet Day takes place in February each year. www.webwise.ie is a very useful site with lots of information on safe internet access. We will have guest speakers attend the school to work with pupils, parents and staff. Our Community Gardaí can also be helpful in working with our pupils around internet safety.

Sanctions:

Sanctions imposed will be in line with the school's Code of Behaviour and Anti- Bullying policies. 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. (Ref Code of Behaviour)

This version of the AUP was modified January 2025 to include our school social media account.

Ratification of Policy by Board of Management on: 30/1/2025

Signed: Jack Fitzgibbon
Mr. Jack Fitzgibbon, Chairperson

Parent/ Guardian,

Re: Internet Permission Form

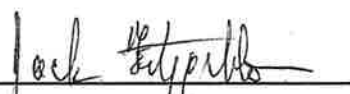
As you are aware, the school has Internet connection to Broadband. As part of the school's ICT programme, we offer pupils supervised access to the Internet. Before being allowed to use the Internet and engage with the school's social media account, all pupils must obtain parental permission and both they and you must agree and consent to accept the terms of this policy. This consent is issued via the Aladdin Connect App under Permissions. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful. To minimise the risk of children accessing any of this material, on the advice of our IT Consultants, we have installed a firewall.

Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, phones, magazines and other potentially offensive media.


The school has a website and social media account accessible by any Internet user around the world. The website and social media account contains information and pictures of school activities. The website address is www.mqoi.ie. We will use Instagram as the school social media account. By signing this agreement, you give consent for your daughter to appear on the school's Instagram page.

We would be grateful if you could read the enclosed AUP & Social Media Policy (Acceptable Use Policy) and then complete the permission form, which follows.

Yours sincerely,



Jack Fitzgibbon, Chairperson



Emma Frazer, Acting Principal

Scoil Mhuire Banríon na hÉireann, Caherdavin, Limerick

Please tick the permission that this document is attached to, agreeing on behalf of yourself the parent and confirming your daughter's agreement to abide by this policy also.

As the parent / guardian of this pupil, I consent for my daughter to access the school Internet for school learning purposes. I understand that this is available for educational purposes and I understand that the school has taken every reasonable precaution for online safety and cannot be held responsible if pupils access unsuitable websites. By consenting to this I also agree on behalf of my daughter that she has agreed to use the internet responsibly and to obey school rules & policies that are explained to her in class.

Yes, I consent

No, I do not consent

Signed: _____

Date: _____

I understand that, if the school considers it appropriate, my child's school work and/or photograph may be chosen for inclusion on our school's website and/or social media account. Consent is given for her to appear in the school Instagram page, this could be a blend of photos, videos and stories. By consenting to this I understand and accept the terms of the AUP (Acceptable Use Policy) relating to publishing children's work and photographs on the school website and/or social media account.

Yes, I consent

No, I do not consent

Signed: _____

Date: _____

