Muslim National School
19 Roebuck Road
Clonskeagh
Dublin 14

Acceptable Use Policy

The aim of this Acceptable Use Policy (“AUP”) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the AUP will be revised 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 June 2020 by Ann Bennett and Orla O Neill.

**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 regularly monitor pupils’ internet usage.
* Students and teachers will be provided with training in the area of Internet Safety.
* Uploading and downloading of non-approved software or applications will not be permitted
* Virus protection software will be used and updated on a regular basis.
* The use of personal memory sticks, CD-ROMs, or other digital storage media in school by students requires a teacher’s permission.
* The use of personal CD-ROMs or other digital storage devices by school staff should be for educational purposes only and should be in keeping with the school ethos at all times. Staff should ensure that such devices are virus free and that they will not cause damage to school equipment in any way.
* Teachers will use only school authorised platforms and services at school.
* Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

**School Website**Students will be given the opportunity to publish projects, artwork or school work on the school website.

* The publication of pupils work will be co-ordinated by a teacher
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities. The school website will avoid publishing personal details of individuals in a photograph.
* Personal pupil information will be omitted from the school website.
* The school will ensure that the image files are appropriately named and will not use pupils’ names in image file names or ALT tags if published on the web.
* Pupils will continue to own copyright on any work published.

**The World Wide Web**

* Students will use the internet for educational purposes only.
* 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 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 AUP.
* 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.

**Personal Devices & Communications**

* The school office will communicate URGENT messages from parents/guardians to children when and if necessary.
* Smart phones or other internet enabled devices will not be permitted on the school premises.
* The use of their own technology by students in school, or during school activities outside of the school premises, such as leaving a mobile phone turned on, using a phone in class, sending nuisance text messages, using social media, or the unauthorised taking of images with a mobile phone or camera, still or moving, **is in direct breach of the school’s AUP.**
* We strongly discourage children from having mobile phones. However when parents advise that it is necessary, they may request permission in writing for their child to bring a phone to school. Child protection issues require us to insist that such phones, when permitted in writing, must be of a non-internet enabled form. They must remain switched off and stored in school bags during the school day.

**Internet Safety Education**

* Pupils and teachers participate in Internet Safety Week.
* Teachers will model good behaviour online and will set clear expectations for students when engaging in online learning.
* As part of the SPHE Curriculum, children in the older classes will learn how to conduct themselves online and the fundamentals of internet safety, including what they can do if they encounter something inappropriate or upsetting online.
* Guest speakers may give Internet Safety talks to pupils and parents during the school year.

**Internet at Home for School Related Activities**

* The school requires parents/guardians to actively supervise their children understanding school project work or homework that involves internet usage. Child protection issues take precedence over projects or homework.
* If a parent is not in a position to offer this supervision a note will excuse your child from undertaking this work.
* The digital age of consent in Ireland is [16].

**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:

* Data Protection (Amendment) Act 2013
* Child Trafficking and Pornography Act 1998
* Interception Act 1993
* Video Recordings Act 1989
* The Data Protection Act 1998

Please note that a link to this information can be found on the school website: [www.muslimns.scoilnet.ie](http://www.muslimns.scoilnet.ie)

**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.

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**Remote Learning Appendix**

The following points are supplementary to our Acceptable Use Policy and have been implemented in the light of the COVID-19 Pandemic and the necessity for schools and students to engage in remote teaching and learning.

1. Teachers may use a variety of different platforms to engage with children while they are unable to attend school in person. At all times the online and digital safety of children will remain paramount.
2. It is prohibited to take photos, screenshots or recordings of any learning materials and to distribute these without the explicit permission of the teacher or creator.
3. When homework or project work is set by teachers using the Aladdin Application, parents or guardians are expected to download the Application and check Aladdin daily for work set.
4. When work is set by email, again parents or guardians are responsible for checking daily for work set of messages sent by teachers.
5. It is the responsibility of parents or guardians to inform their child’s teacher if they are struggling to access the learning materials.
6. When attending an online live meeting or class, students should mute their microphone and only unmute it when requested by the teacher to do so.
7. The teacher will decide whether the use of the camera is required for an online class or meeting and all students must adhere to the decision.
8. Parents should chose the place within their home that is most suitable for the online classroom and be aware of what others will see or hear in the background during the class.
9. Children should be dressed appropriately for any online meeting or class.
10. There must be parental supervision at all times during any and all video or online meetings or classes.
11. The recommended time for instruction through online classes as per best practice is 10 -15 minutes up to a maximum of 40 minutes. This is at the discretion of the teacher.
12. It is the parents responsibility to ensure that student are on time for scheduled online classes or meetings.
13. Normal school rules such as the Code of Behaviour, Acceptable Use Policy and Anti Bullying Policy apply to remote learning and the online classroom.
14. Any breach of these rules in relation to remote learning and teaching will be treated as a breach of the Code of Behaviour.

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Permission Form

Please review the attached school Internet Acceptable Use Policy [and Remote Learning Appendix] and sign and return this permission form to the Principal.

Name of Pupils: Class:

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**Parent/Guardian**

As the parent or legal guardian of the above pupil(s), I confirm that I have read the Acceptable Use Policy [and Remote Learning Appendix] 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 pupils access unsuitable websites.

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 school website/ social media. My child’s photo may be displayed on the website also but generally only as part of a group activity eg. classroom activity, school trip or sports event.

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

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