



**The Harold School, Glasthule.**

## **Digital Technology/Learning and Acceptable Use Policy**

### **1.0 Introduction**

The Harold School 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 digital technology for student use.**

Maintain [www.theharoldschool.ie](http://www.theharoldschool.ie) 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.

#### **1.1.1 Technologies Covered**

The Harold School may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing 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.

## 1.1.2 Harold School ICT Network

The Harold's computer network is intended for educational purposes.

- Access to online content via the network is restricted in accordance with 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 Brightcloud.
- Teachers have full editorial rights over the school website.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Harold School's existing Code of Behaviour.
- Misuse of school resources may result in disciplinary action.
- After using school laptops and/or tablets, students must ensure that they are shut down completely and correctly.
- The Harold School makes every reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damage that results from misuse of school technologies.
- When blogging, recording audio or sending any sort of online communication from a school device or otherwise, students must not slander, defame or misrepresent the school or the views or activities of another individual.
- Should a school twitter account be used by the school, teachers will choose and modify all twitter followers /followees on the basis of their intended educational purpose. Retweets are not necessarily the views of the Harold School, but are discussed and distributed for educational and conversational purposes.
- There are no full name references allowed on Twitter and a conversational but formal tone must be followed.
- The tone of all interactions is conversational and could be described as 'classroom style' language.
- We do not follow or reply to students on Twitter, however we may 'star' a comment to reference the comment in the future.
- The staff and teachers of the Harold commit to not using the online platforms or school accounts for the expression of personal views. We ask that the children adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account.

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

### 1.1.3 Photographs

The Harold School uses the website and online learning platforms to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to complement text content on the class blog.

We advise the following:

- Photographs of the children will only be displayed online through our various platforms with consent from parents/guardians.
- 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 and named under that photograph specifically if they are the only student photographed.

### 1.1.4 The Harold online collaboration through blogging and other platforms

The Harold recognises that online collaboration is important to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school blog, remote learning platforms, etc.

### 1.1.5 The Harold's own mobile devices

The Harold may provide students with laptop computers/tablets or other devices to promote learning both inside and outside 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 immediately. Use of school-issued mobile devices will be monitored.

### 1.1.6 Mobile devices in the possession of The Harold School 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 or in cases where students have been granted laptops by the Department of Education.

Students are permitted to have a mobile phone in school once it's switched off and in their schoolbags. If a student needs to make a call or be contacted it must be done through the office.

Failure to abide by this rule will result in the confiscation of the device and a parent will be notified to retrieve it.

### 1.1.7 Harold School Security

We ask that our students use common sense if they think a website does not look 'right'. They should close over the screen immediately and alert their teacher of any concerns. They must not 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.

### 1.1.8 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 be aware that among the valuable content online is unverified, incorrect, or inappropriate content.

Staff, pupils and parents will be made aware of issues surrounding internet/online safety through the SPHE programme. Safer Internet training for parents, pupils and staff will take place annually.

Parents and pupils (1<sup>st</sup> – 6<sup>th</sup> class) will be expected to read, discuss and sign an Acceptable Use of ICT contract annually – see school homework diary.

When engaging with digital technology in a teaching/learning setting, students should always abide by the school's Code of Behaviour, Acceptable Use Contract and the Anti-Bullying Policy.

- Students should be mindful of what they post online. All forms of online communication should be respectful, courteous and kind.

More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

### 1.1.9 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school blog or Twitter.
- 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.

### 1.1.10 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
- 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 birth-dates 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 Harold School website, etc) without 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 Vimeo or YouTube are not available for search or comment on the host sites.

### 1.1.11 Cyber-bullying

While bullying involves a repetition of unwelcome behaviour the **Anti-Bullying Procedures for Primary and Post Primary Schools, September 2013**, states:

*..... placing 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 other people will be regarded as bullying behaviour.*

Harassing, flaming, humiliating, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in The Harold School.

We advise the following:

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

The Harold School is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

### 1.1.12 Violations of this Acceptable Use Policy

Violations of this policy in The Harold School will have disciplinary repercussions, in accordance with The Harold School Code of Behaviour and the Anti-Bullying (including Cyber Bullying) policies. Repeated misdemeanours will result in the suspension of computer privileges

This Policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.

**Members of the school staff updated this version of the school's Digital Technology and Social Media Acceptable Use Policy in February 2021. It will be reviewed on an on-going basis as needs arise.**

## 2 APPENDIX 1 EXAMPLES OF ACCEPTABLE USE

I will:

- Use school equipment for school-related activities only.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use.
- Encourage positive, constructive discussion if allowed to use the blog or represent the school online.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning reasons.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

### 3 APPENDIX 2: EXAMPLES OF UNACCEPTABLE USE

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Attempt to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally-identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

**To be signed**