Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
school@danucss.ie
Tel: 01 8270755
Roll Number: 20548N

Danu Community Special School

Acceptable Use Policy (AUP)

This document outlines the school's policy on permitting usage of the Internet. The Policy applies to all Internet users in Danu Community Special School (Danu CSS) and all methods of access to and use of the Internet, electronic devices such as, but is not limited to, computer equipment, iPads, Smart TV's, PC's, Smart Phones, iPhones etc.

Danu CSS is committed to the use of electronic resources to enhance the administrative, teaching and learning opportunities for students and staff. The use of electronic devices and accessing the Internet are essential and necessary skills for life, it provides information and allows people to communicate. Access to electronic devices can be highly motivating to some of our students. However, as some material on the Internet is inappropriate, students and staff are guided to utilize these resources as presented in the Acceptable Use Policy (AUP). All such usage should apply directly to the school administration or the implementation of the school curriculum.

Aims of the Policy

The aim of this Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet/electronic resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

School's Strategy

The school employs several strategies in order to maximize 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 minimize the risk of exposure to inappropriate material.

1

- The school will regularly monitor students' internet usage.
- Training in the area of safe usage of IT and Internet Safety will be provided.
- Never sign the school up to Apps or software without the Principals authority.
- Uploading and down-loading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal email, USB devices or other digital storage media is not permitted in Danu CSS.
- Never store data about any school business on unapproved devices such as smartphones, tablets, USB or external storage devices.
- Students will always treat others with respect and will not undertake any actions that may bring the school into disrepute.

World Wide Web / School Internet Usage
- Students will be allowed to access the Internet for educational purposes only.
- Staff will ensure students will never disclose or publicize personal information such as personal address, telephone number or email address while using the Internet.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Any accidental accessing or downloading of inappropriate materials must be reported immediately in accordance with school procedures.
- Usage including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and or/network management reasons by the school and DDLETB.
- Students are never permitted to connect to school WIFI on any device.

Email
- Email should only be used for educational purposes.
- Students will use approved class email accounts with permission from a teacher.
- Students will only be allowed email in the presence of the teacher or SNA.
- Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person either in the school or to members of the school community outside of school. Such behaviour is considered as cyber-bullying and infringes of this nature will be dealt with under our Anti-Bullying Policy.
- Students will not reveal their own or other's people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-face meeting with someone they only know though emails or Internet.

iPads
- Students will be given the opportunity to use iPads.
- Students will only be permitted to use apps and websites recommended by the teacher.
- When using iPads, students must follow the Internet safety rules stated above.

Internet Chat
- Students will only have access to chat room links with other schools, messaging or electronic communication that have been approved by the school. These links will only be used for educational purposes and will always be supervised.
- Students will only participate in FaceTime or communication forums under the direct supervision of teacher.

School Website and Educational Websites
- Danu CSS website is currently being created. Once uploaded, students will be given the opportunity to have photographs of projects, artwork or schoolwork uploaded, in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be coordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavor to use digital photographs or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named will not use students' names in image file names or alt tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices
- Student's access to personal devices, with the exception of AAC devices, are not permitted for usage in school. Students who may bring personal devices, must leave the devices in their bag throughout the day and switched off. Therefore, students can never access the Internet whilst in school on their device. Students using their own technology in school, to send nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's AUP.
- All school staff should model AUP of the school and use technology including smartphones appropriately

3

Legislation

The school can provide information on the following legislation relating to the use of the Internet which teachers, students and parents should familiarize themselves with:

. The Data Protection Act 1988

. Video Recordings Act 1989

. Interception Act 1993

. Child Trafficking and Pornography Act 1998

. Data Protection (Amendment) Act 2003

. General Data Protection Regulation (GDPR) May 2018

Support Structures

The school will inform students and parents of key support structures and organizations should a student inadvertently access illegal material or come into contact with harmful use of the Internet. The school will hold an internet safety week each year in school to inform parents and students of the possible uses and dangers of the Internet.

Staff Responsibilities

The staff of Danu CSS will

- Follow the guidelines set forth in this AUP.
- Monitor and supervise student use.
- Model and provide instruction in the ethical and appropriate use of technology in this school setting.
- Maintain a curricular focus.
- Ensure all parents have a signed AUP permission form before allowing student access to the internet and the network.
- Keep any usernames and passwords confidential. In accordance with GDPR all data pertaining to students and schoolwork should be password protected/ encrypted.
- Ensure computer equipment is being legally used according to the software license only.
- Ensure students do not disclose any personal information.
- Supervise student's use of and access to electronic devices and the internet.
- Never store data concerning school business on unapproved devices such as smartphones, tablets, cloud storage for example having work email on personal phones. Ensure personal/sensitive data is never taken offsite or stored on personal unapproved devices such

as smartphones, USB, external storage. All school data and its back up should always be kept on the school premises.

- In the event of remote or distance learning activities staff will use the platforms agreed for communication with the school community using work email accounts, Aladdin and Seesaw or others agreed.
- Adhere to safe and ethical use of the Internet during distance learning and on keeping personal data safe when working from home.
- Sign School Policy Acceptance Form, stating that they have read, understood, agreed to and will adhere to all AUP guidelines and assume responsibility for their own actions.

Staff Use of Computer Facilities

School personnel can access the web for educational and professional purposes throughout the day. If a staff member wishes to access the web for personal purposes it should be done outside of school hours. Any student on placement from the teacher training Colleges or SNA training colleges can only have access to the computer facilities under the supervision of the class teacher. Permission should be sought from the class teacher prior to use. Computer equipment should be locked away at the end of the day. Use of the internet by staff members to access inappropriate material whether it be pornographic, racist or offensive, is always strictly prohibited. No person will in any way alter the filtering preferences.

Sanctions

Misuse of the Internet may result in disciplinary action, in accordance with our Code of Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.
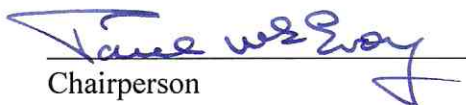
Parents/Guardians

Parents/Guardians must read the AUP carefully to ensure that the conditions of use are accepted and understood. Parents/ Guardians must then sign and return the Parental/Guardian Permission Form to the school office, at the start of school academic year September 2020-June 2021 and going forward when the student is enrolled in the school.

Review and Ratification

This AUP was ratified and communicated by the Board of Management on _20th May 2020_. It is envisaged that the school will review this ACU Policy annually, in May 2021.

Signed By

Jane McEvoy
Chairperson

Pat Dolan
Principal/Secretary Board of Management

Danu Community Special School
c/o Hansfield ET Secondary School
Barnwell Road
Dublin 15
school@danucss.ie
Tel: 01 8270755
Roll Number: 20548N

Acceptable Use Policy

Parental/Guardian Permission Form

Name of Student: _____

Dear Parent/Guardian

As the Parent or legal Guardian of the above student, I have read Danu CSS Acceptable Use Policy 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 students access unsuitable websites.

(Please tick as appropriate)

I accept the above paragraph   _____

I do not accept the above paragraph   _____

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 website. I understand and accept the terms of Danu CSS Acceptable Use Policy relating to publishing students' work on the school website.

(Please tick as appropriate)

I accept the above paragraph   _____

I do not accept the above paragraph   _____

Parent/Guardian Signature: _____ Date: _____