Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Holy Cross Mercy School

Acceptable Use Policy

Date of Commencement: 5/6/2024

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Contents

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

General Approach

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet pupils, parents and staff at Holy Cross Mercy School are expected:

- To treat others with respect at all times.

- Not undertake any actions that may bring the school into disrepute.

- Respect the right to privacy of all other members of the school community.

- Respect copyright and acknowledge creators when using online content and resources.

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 and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

- Uploading and downloading of non-approved software will not be

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

permitted.

- Virus protection software will be used and updated on a regular basis.

- Internet use within school should always be supervised by a staff member.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Holy Cross Mercy School .

- It also applies to members of staff, volunteers, parents/guardians and others who access the internet in Holy Cross Mercy School .

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.

Holy Cross Mercy School will deal with incidents that take place outside the school that impact on the wellbeing of pupils under this policy and associated codes of behaviour and anti-bullying policies. In such cases Holy Cross Mercy School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Holy Cross Mercy School implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.

- Internet safety advice and support opportunities are provided to pupils in Holy Cross Mercy School through our Stay Safe Programme and Internet Safety Day lessons in association with webwise.ie.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

- Holy Cross Mercy School participates in Safer Internet Day activities to promote safer and more effective use of the internet.

This policy and its implementation will be reviewed regularly by the following stakeholders:

Board of Management, teaching and S.N.A. staff, and pupils.

This policy has been developed by a working group including: the Principal, School Leadership Team, staff members, and representatives of the Student Council, Parents' Association and Board of Management.

The school will monitor the impact of the policy using surveys and/or questionnaires of pupils, parents, and staff.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Team and School Management.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Content Filtering

Holy Cross Mercy School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Internet Use

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to a member of staff immediately.

Pupils will be reminded not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Pupils and staff 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.

Pupils will use the Internet for educational purposes only.

Pupils 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.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Pupils will never disclose or publicise personal information or passwords.

Pupils 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.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Email and Messaging

Downloading by pupils of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at Holy Cross Mercy School .

Pupils in our school do <u>not</u> currently have school email accounts.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Social Media and messaging services for Staff and Pupils

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Holy Cross Mercy School :

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Holy Cross Mercy School under staff supervision.

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 pupils must not discuss personal information about pupils, staff and other members of the Holy Cross Mercy School community on social media.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Holy Cross Mercy School into disrepute.

Staff and pupils must not represent their personal views as those of Holy Cross Mercy School on any social medium.

Pupils 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/assets/uploads/2023/09/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.pdf

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets and phones in Holy Cross Mercy School:

Pupil Devices:
Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

- Pupils are only allowed to bring personal internet-enabled devices into Holy Cross Mercy School with the expressed prior permission granted by the Principal. **See Appendix A of Holy Cross Mercy School ICT Policy "Personal Device Request Form."**
- Please note that all smartwatches are banned for pupils as per our ICT Policy.
- Pupils who have been granted an Assistive Technology device may proceed with this device for classroom use as with all other school owned devices.

Staff Devices:
- During teaching time, while on yard duty and during meetings, staff mobile phones should be put on silent mode. It is further acknowledged that some of our whole staff collaboration and communication occurs via WhatsApp and so there may be times when staff will need access to their phones for work related business.

- Mobile phones should be put in a safe and secure location or kept on ones' person.

- Staff should always endeavour to only use school-owned devices when taking school related photographs and videos where possible.

- Mobile phones will not be used for personal texting or phone calls except in emergency situations within the teaching/pupil-contact time.

Holy Cross Mercy School
New Road, Killarney, Co. Kerry

Telephone: 0646631241
Email: holycrossmercy@gmail.com
Web: www.mercyholycross.ie

- However, mobile phones may be used for work related matters during the school day, for example if a member of staff needs assistance or to contact the office urgently.

- Calls for all other school business should be made on the school phone in the office.

- Staff should contact parents using the school phone, Aladdin or Seesaw only. Personal phones should not be used for this purpose.

The Board of Management advises all staff members to keep their mobile phone number and any social networking sites private.

Guidelines for Teachers re Confiscation

- A device may be confiscated if not handed up, not switched off or if accessed during school hours or activities.
- If a device is confiscated parents should be notified by phone or Seesaw to inform them of the breach of policy and organise for the return of the device.
- Where a device remains in the school overnight, the Principal should be notified and the device stored as much as possible in a safe place. (locked drawer for example)

Guidelines for Parents and Guardians

- The staff and Board of Management recognise the parents and guardians as the primary educators of their children and believe parents have an important role to play in ensuring their children's appropriate and safe use of electronic devices.
- Parents and guardians are encouraged to regularly check their children's online activity and digital footprint. Parents and guardians are encouraged

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

to check social media apps on a regular basis to ensure they are aware of their children's possible interactions with others and approve of the same.
- Parents and guardians are encouraged to talk to their children regularly about their use of technology and the internet and discuss who they are interacting with and the content of such interactions.
- Parents are asked to engage with Internet Safety talks, materials and workshops provided regularly by the school.
- Also see www.webwise.ie for more information for parents and guardians on Internet Safety.

School Devices

These guidelines and expectations for pupils and staff members at our school when using iPad devices provided by the school are designed to maintain a safe and productive environment and outline the responsible and ethical use of technology.

Pupils will use school devices only under the supervision of staff members for school related work only as outlined in our ICT policy. The devices they access are managed by the school. Pupils are not authorised to remove management software or applications from their device or to download content without the express permission of a staff member in accordance with this AUP. Pupils are expected to take due care with regard to their iPads at all times. It is to remain in the protective case and returned to the school staff for locking away and/or recharging when not in use. iPads are not to be left unattended for any length of time. Pupils are expected to report any iPad issues such as inappropriate content, loss, damage or breakages etc. to a staff member immediately.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

General Usage Guidelines:

- Staff members are responsible for the care and security of their assigned iPads. iPads should never be left unattended or loaned to others without proper authorisation.
- iPads are to be used strictly for educational or work-related purposes, aligned with the mission and goals of the school.
- Staff members are expected to adhere to all local, national, and international laws and regulations while using the iPad.
- Personal apps or software not installed by the school are not permitted on the iPads unless approved by school management.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below;

- Pupils are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.
- Pupils are not allowed to use any app which is unrelated to class work during class.
- Teachers have the authority to view the most recently used apps on a student's iPad, without any objection from them.
- Pupils are prohibited from deleting internet history unless given specific instruction by class teacher.
- Pupils should take care not to leave their device in any position where damage may occur.
- Pupils who use assistive technology should have passcodes on their assigned devices and should not reveal their passcodes to anyone else

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

except for their Class Teacher, SET and SNA.

Pupil Promises for Device Use

Parents please revise the key points of this Acceptable Use Policy with your children as outlined below:

1. I will take good care of the iPad.
2. I will never leave the iPad unattended.
3. I will never lend the iPad to others.
4. I will know where the iPad is at all times.
5. I will charge my iPad's battery every night (in the case of pupils who have permission to bring home their school device.)
6. I will hand up the iPad to my teacher's desk at break and lunch times and I know I am not allowed to use the iPad during lunch time.
7. I will not disassemble any part of the iPad or attempt any repairs.
8. I will protect the iPad by keeping it in its protective case at all times.
9. I will use the iPad appropriately and will not download/access social media sites.
10. I understand that the iPad is subject to inspection at any time without notice.
11. I will only use the camera/video or the microphone under teacher instruction and supervision.
12. I will never share any images or videos of people in a public space on the internet, unless I am asked to do so by my teacher.
13. I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by Class Teacher)
14. I understand that the iPad is primarily an educational tool. Therefore, I will NOT download or delete any apps.
15. I will not interfere with 'Wriggle' device management software, operating system, or any network settings.
16. I know that smartwatches are banned in our school.
17. I will show respect for the iPad as the property of the school.
18. I agree to abide by the iPad Acceptable Use Policy (AUP) in its entirety.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Lost, Damaged or Stolen Digital Device (school owned/rented)

- In the case of a pupil who has permission to use a school iPad at home, if the iPad is lost, stolen or damaged the pupil's parents are responsible for the replacement of the the device and/or the cost of any repairs by a professional service provider appointed by the IT Coordinator.
- If the iPad is lost, stolen, or damaged, the Class Teacher should be notified immediately. iPads that are believed to be stolen may be tracked through Wriggle.
- 'Find my iPad' app should be turned on at all times. This is a pupil's responsibility *or a parent's responsibility in the case of a pupil who has permission to use a school iPad at home.*
- iPad insurance for children who have been assigned a personal assistive technology device is the responsibility of their parents if required.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Network and Internet Usage:

- Staff members should use the school's authorised network and internet connection when using the iPads.
- Internet access should be used for legitimate educational or work purposes, avoiding visits to inappropriate websites or engaging in activities that may violate the school's code of conduct.
- The downloading, uploading, or sharing of any material that is illegal, infringing upon copyrights, or deemed inappropriate is strictly prohibited.

Cybersecurity and Safety:

- Staff members must exercise caution and refrain from downloading, installing, or executing any unauthorised or potentially harmful software, apps, or files.
- The use of personally identifiable information online, including but not limited to usernames and passwords, should be done securely and confidentially.
- Staff members should report any incidents of cyberbullying, harassment, or inappropriate online behaviour involving themselves or others to school management.

GDPR Compliance & Data Protection

- It is our collective responsibility to protect all data relating to our work and our pupils. We must upload any photos or records of work to the child's

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Seesaw account. The Seesaw app is fully GDPR compliant.

- We must erase all content from the iPad/device once it has been uploaded to either Seesaw or Aladdin.
- The remote printing of any sensitive data or confidential documents is prohibited. This precaution is in place to reduce the chance of a data breach. There are procedures in place for the printing of sensitive documents, all of which must be processed in the School Office by prior arrangement where possible.
- All staff devices used for school work or work relating to pupils and staff of the school must be password protected. (This does not apply to shared pupil iPads.)

Consequences of Violation:

Non-compliance with this Acceptable Use Policy may result in disciplinary action, including but not limited to loss of iPad privileges, referral to the appropriate authorities, and potential legal consequences.

Digital Learning Platforms (including video conferencing)

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Holy Cross Mercy School currently uses, *but is not limited to* Aladdin, Seesaw, Zoom and Google Drive as digital learning platforms. These platforms are managed by the school. They enable two-way communication and greater collaboration.

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 is sought for pupil usage of the schools' digital learning platform, Seesaw.

Remote Learning Policy: See Remote Learning Policy on www.mercyholycross.ie

Images and Video

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Care should be taken that photographs or videos should not bring any individual or the school into disrepute.

At Holy Cross Mercy School, pupils must not take, use, share, publish or distribute images of others without their permission.

Capturing photos or videos on school grounds or when participating in school activities on school devices is allowed once care is taken that no harm is done to staff or pupils of Holy Cross Mercy School. Note this is only allowed with expressed permission from staff.

Written permission from parents or guardians will be obtained upon enrolment before photographs of pupils are published on the school website or social media platforms.

Pupils 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 pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Inappropriate Activities for Holy Cross Mercy School Device Users

- Promotion or conduct of illegal acts, e.g. under the child 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)

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

- 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

- Online gambling

- Online shopping

- Use of social networking sites, instant messaging and online forums

- Child sexual abuse material

- Any other activity considered questionable

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

School Website

Pupils 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.

Pupils 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 pupils or staff.

Holy Cross Mercy School will primarily use digital photographs, audio or video clips focusing on group rather than individual activities. However, individual activities may also be featured.

The publication of pupil work will be coordinated by a teacher.

Personal pupil information including home address and contact details will not be published on Holy Cross Mercy School web pages.

The staff of Holy Cross Mercy School will avoid publishing the full name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named and will not use pupils' full names in image file names or ALT tags if published online.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent abusive text messages or pictures may be posted with negative comments about a person's appearance etc.

Access to technology means that cyberbullying can happen at any time and the pupil's home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Holy Cross Mercy School considers that 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.

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Holy Cross Mercy School to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour".

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

For more information please see our school's Anti Cyberbullying Policy on www.mercyholycross.ie.

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Legislation

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

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)

- Copyright and Related Rights Act 2000

- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017

- Children First Act 2015

- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)

- Criminal Damage Act 1991

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies are referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate are outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

Appendix A: Permission Form for Pupils and Parents/Guardians

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Class Teacher. *Please note there is also a separate ICT Policy which can be accessed on our website.*

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

Pupil's Signature: _____ Date: _____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and 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 and social media platforms, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion. I understand and accept the terms of the Acceptable Use Policy relating to publishing pupils' work on the school website and social media platforms.

Parent/Guardian's Signature: _____ Date: _____

Name of Pupil:_____ Class:_____

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.c
om
Web:
www.mercyholycross.ie

Appendix B: Permission Form for Staff

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

By signing below, I acknowledge that I have read, understood, and agree to abide by the guidelines and expectations laid out in this Acceptable Use Policy. I understand the importance of maintaining a safe and productive environment and will use technology responsibly and ethically.

I further confirm that I have read the Teaching Council's further information about the use of social media and electronic communication:
https://www.teachingcouncil.ie/assets/uploads/2023/09/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.pdf

Staff Member's Name: _____

Signature: _____

Date: _____

Holy Cross Mercy School
New Road, Killarney, Co.
Kerry

Telephone: 0646631241
Email:
holycrossmercy@gmail.com
Web:
www.mercyholycross.ie

Reviewing & Evaluating This AUP

The policy will be reviewed and evaluated annually.

On-going review and evaluation will also take place to meet emerging needs based on changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education or the NEWB), legislation and feedback from parents/guardians, students, school staff and others. The policy will therefore also be reviewed to meet these evolving needs as regularly as necessary.

Signed: ....
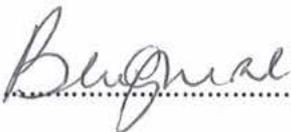
Chairperson of the Board of Management of Holy Cross Mercy School
Date: 13/05/2024