



Ballyfin National School

ICT Acceptable Usage Policy - Staff

Mission Statement

Ballyfin National School is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

Responsibilities of Ballyfin National School Employees

Employees will:

1. Follow the guidelines set forth in this AUP
2. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions
3. Supervise student use
4. Model and provide instruction in the ethical and appropriate use of technology in a school setting
5. Maintain a curricular focus
6. Ensure all students have signed an AUP permission form before allowing them to access the internet and network
7. Keep the user password secure and confidential
8. Ensure the computer is being legally used according to the software's licence
9. Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
10. Not transmit, request or receive materials inconsistent with the mission and values of Ballyfin National School

Acceptable Use

Ballyfin National School computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of the school. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users.

'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Incidental personal use must take place outside of the official school working day.

Unacceptable Use

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
3. Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
4. Downloading or loading software or applications without permission from the Principal

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Consequences

The use of technology resources inside Ballyfin National School is a privilege. Inappropriate or unethical use or failure to adhere the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the Board of Management as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

Remote Learning

Covid 19 has seen the need for school staff, their students and families to employ a far greater use of technology to communicate with each other and maintain the delivery of education.

Having looked at the list of approved platforms for such engagement Ballyfin National School has opted to communicate with families via Aladdin and Class Dojo as our main platforms for delivery of educational material and communication.

Zoom is being used where live lessons/ sessions are taking place.

Staff, Parents and Pupils are expected to adhere to the following guidelines in order to minimise risk and ensure safety.

Guidelines for Video Calls – Staff

Ballyfin National School is mindful that access to devices in houses is limited – particularly where a number of people are working from home at the same time.

Teachers are asked to consult with the other teachers to ensure that there are not multiple calls to the same home at the same time.

Video calls can only be offered to students via the parent email and it is up to the parent to decide whether or not the family is in a position to accept the call at the specified time.

Parental consent to the use of the platform /digital tool is implied in the parent's use of the link to join the call.

Teachers & staff are advised to create new links for each meeting to reduce the likelihood of the link being shared outside the list of invited attendees.

The teacher or staff member is the host for the meeting . Disable the co-host function.

The teacher / SNA is always first to the meeting and last to leave to ensure that students can't join before or after the meeting. Use the waiting room facility to screen those wishing to join in advance.

Lock the meeting once attendees have been admitted.

Teachers/ SNAs are asked to be mindful of the background on screen – to ensure that the background is appropriate and does not feature personal or inappropriate items.

The call is an extension of the classroom and the normal code of behaviour and dress applies.

Teachers / SNAs are asked to keep a log of calls and attendees.

Teachers are asked to inform the principal before initiating a series of live lessons/calls.

Teachers are asked to forward the following Guidelines for Parents and Students prior to commencing any live lessons or calls .

Guidelines for Video calls – Students and Parents

Video calls are seen as an extension of the classroom and the same expectations around behaviour and dress apply.

All calls are made via a parent email.

Parental consent for the call is implied as the link to the video call will be supplied through the parent email and by accepting the link you give your consent.

A parent is asked to remain present with pupils for the duration of the call in the event of any difficulties.

Pictures or recordings of the calls should not be taken.

Parents will be advised of the start time and duration of the call and the school will adhere to these times.

Devices should be set up in an appropriate space in the home preferably with the camera facing a wall or corner of the room to avoid distractions and respect the privacy of their pupils' homes.

In accepting the call the parent is agreeing to supervise their child while on the call and ensure any content being submitted is appropriate.

Parents are asked not to share the link to the meeting with anyone else - including other members of the family and extended family. This is a safety measure for the protection of all the children.

This policy will be reviewed and updated as required by legislation or changing circumstances.

Staff will be made aware of any updates or changes to this policy.

Approved by: Staff	25/2/2021
Approved by: Board of Management	24/3/2021



Staff Acceptable Use Policy Application

Please return to the Principal

Ainm: _____

Seomra: _____ **Rang:** _____

I have read, understand and will abide by the Ballyfin National School Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Síniú: _____

Dáta: ____/____/____