St. Stephen's De La Salle B.N.S.
Acceptable Use Policy for our school's Digital Technology Resources

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils in our school will benefit from the many and varied learning opportunities offered by the school's Digital Technology resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined here, will be imposed. **The AUP should be read carefully to ensure that the conditions of use are accepted and understood.**

The revised St. Stephen's De La Salle AUP was approved and ratified by the Board of Management in **October 2018**. The AUP was updated with this version in **August 2024**.

St. Stephen's Strategy:
Both the school and class teacher will employ 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 pupils will be provided with information in the area of Internet safety through discussion and examples and tips to stay e-safe.
- Parents are encouraged to speak to their sons about e-safety. Some e-safety tips and materials have been made available on our school's website at **www.ststephensbns.com**.
- Uploading and downloading of non-approved software will not be permitted and the use of personal USB memory sticks or other digital storage media in school is strictly not allowed without prior permission.
- Virus protection software will be used and updated on a regular basis.
- St. Stephen's De La Salle BNS has chosen to implement Level 4 filtering on the Schools Broadband Network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category.

World Wide Web
- Pupils will not intentionally visit Internet sites that contain rude, illegal, hateful or otherwise questionable materials. Pupils will be required to report accidental accessing of inappropriate materials to the class teacher.
- Pupils will not copy information into projects or other work and fail to acknowledge the source (plagiarism and copyright infringement). Pupils will be discussing plagiarism, copyright and the issues relating to the need to credit sources in class.
- Pupils will never disclose personal information, either about themselves or any other pupils.
- Downloading of any material (pictures, music, games, and any other materials not listed here) is strictly not allowed. In the case of pictures/clip art, they may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand.

Revisions to this Document:
- This AUP will be updated regularly, to keep up to date with new and emerging technologies and new Web 2.0 tools that may or may not be used in St. Stephen's, in order to keep our pupils and staff safe and aware of such new advances in technologies and Web 2.0 tools.
- Updates to this document will be communicated through the school's website **www.ststephensbns.com**, the St. Stephen's Twitter/X account (**@StStephensDLS**), the school's Facebook page (**facebook.com/StStephensDLS**), the St. Stephen's Instagram account (**@ststephensdelasalle**), the school's Threads page (**threads.net/@ststephensdelasalle**) and communication may also be advised by message on Aladdin Connect. This document (including any updates to same) can be viewed on the Policies page on the school's website at: **http://ststephensbns.com/our-policies**

Pupils must 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.

The safety of the pupils, as well as our school, is of paramount importance.

Aladdin Connect

- St. Stephen's is using Aladdin Connect to communicate with parents. The app is available for all smartphones and tablet devices, as well as having a website option.
- Permissions are no longer sent out in printed form except in exceptional circumstances; all permissions are granted from home via the Aladdin Connect app.
- Attendance is recorded on the Aladdin Connect system. All data stored on Aladdin is secured with 128 bit SSL encryption.
- Aladdin Connect will help the school/ teachers communicate with parents if / when the need arises.

iPads

- iPad sessions will always be supervised by a teacher.
- A classroom management app will be used by the staff in St. Stephen's to monitor pupil use of the school iPads. Pupils not following instructions may have their iPad locked remotely, or have the iPad confiscated.
- Use of the camera function for the taking of photographs / audio clips / video clips will not be allowed. This option may be disabled on the school iPads.
- The pupils will be provided with information in the area of Internet safety through discussion and examples and tips to stay e-safe. Parents are encouraged to speak to their sons about e-safety. Some e-safety tips and materials have been made available on our school's website at **www.ststephensbns.com** on the Parent's Tab.

School Website (www.ststephensbns.com)

- Pupils will be given the opportunity to have their projects, artwork and selected school work published on the school's website, located at www.ststephensbns.com.
- The website will be regularly checked to ensure that there is no content that compromises the safety or personal information of pupils or staff.
- Saving any material from the school's website via the right mouse click has been disabled. Some content may be made available for download (for example, school calendars, newsletters); this will be expressly stated on the relevant page.

Personal Devices:

ALL personal devices that have the capability of taking photographs or recording video or audio, such as digital cameras, iPads, iPods, tablets, MP3 players, DS or PSP consoles, and any other items not listed here but with these capabilities, are forbidden within the school grounds at all times. Neither the class teacher nor the school will be held liable for any personal devices lost, stolen or damaged on school property.

Please also note that as per school policy, mobile phones **are not allowed** in school for all pupils **with the exception of boys in 5th and 6th Class**. These pupils must switch off their devices and hand their mobile phones into the office in the morning to the school secretary at the start of the day; they will be locked away until end of school at 2:30pm each day.

Any pupil found to be in possession of any of the items mentioned above (and any not listed but with the capabilities mentioned above) will have the item confiscated immediately and it can only be returned by having a parent visit the School Principal Miss Lowe in person to request its' return.

Sanctions:

Misuse of any of the digital technologies/resources in our school or failure to follow the expected behaviour laid out in this AUP may result in disciplinary action, including, but not limited to, written warnings home, withdrawal of Digital Technology privileges, face-to-face meetings with parents, referral to the school office for the attention of the School Principal, Miss Lowe, and if necessary, referral to the School Discipline Board.

Google Meet / Zoom / Microsoft Teams:

- Pupils may be engaged in the use of these platforms to communicate with other classes in our school, or with classes in many different locations around the world to share learning and also to take part in geography and maths games/projects with other classes. Guest speakers may also be invited to speak to some classes via these apps to talk about different topics.
- Use of these apps will solely be used for educational purposes and will always be supervised.
- Pupils may be engaged in the use of the Zoom platform to engage with teachers and other boys in their class for well being conversations and possible distance learning in the event that St. Stephen's is closed for an unexpected length of time or in a public health emergency.
- Zoom meetings will carry an ID and password, as well as using the "waiting room" feature to ensure the security and protection of the boys and teachers. Teachers will lock meetings at the beginning to further ensure security. Zoom Invitations, Meeting IDs and passwords will be shared with parents through the Aladdin Connect app and are not to be shared on social media, by text message or any other form, in order to protect our teachers and our pupils.

Social Media

- Our school/classes may use Twitter (X) as one medium to communicate our pupils' activities. From time to time, this may also include reposts of interesting facts from carefully selected websites.
  Reposts are at no time an endorsement by St. Stephen's De La Salle BNS.
- Posts will be continuously monitored to ensure that there is no content that could compromise the safety or personal information of pupils or staff.
- We may use Twitter (X) to collaborate with other schools in Ireland, or around the world. Such collaboration will be used solely for school related work.
- The main Twitter (X) account for St. Stephen's can be found at this URL: www.twitter.com/StStephensDLS. Alternatively, it can be accessed through the smartphone, iPad and tablet Twitter (X) app; the account handle is **@StStephensDLS**
- Our school/classes may use Instagram to display photos of pupil artwork and/or stories. The main Instagram account for St. Stephen's can be found at this URL: www.instagram.com/ststephensdelasalle Alternatively, it can be accessed through the smartphone, iPad and tablet Instagram app; the account handle is **@ststephensdelasalle**
- St. Stephen's has a Facebook page, located at: facebook.com/StStephensDLS. The page is to share news of school events, fundraisers, display pupil work, etc.
- Our school/classes may use Threads to display photos and/or slideshows of pupil work and/or activities. The main Threads account for St. Stephen's can be found at this URL: www.threads.net/@ststephensdelasalle Alternatively, it can be accessed through the smartphone, iPad and tablet Theads app; the account handle is **@ststephensdelasalle**
- Please note that St. Stephen's De La Salle **does not have and does not operate** accounts on Snapchat, TikTok, Pinterest, Periscope, and other social media apps at this time. Our presence on social media as of August 2024 is on those listed here: Twitter (X), Instagram, Threads and Facebook.

YouTube

- St. Stephen's provides pupil access to YouTube as an educational resource.
- It is expected that pupils will only access videos on YouTube that will aid research for class projects or where there is an educational value to the video.
- Pupils will not intentionally visit YouTube videos that contain rude, illegal, hateful or otherwise questionable material. Pupils will be required to report accidental accessing of inappropriate materials to the class teacher.
- There are some e-safety tips that are available on our school website at: http://www.ststephensbns.com/parents-esafety
- St. Stephen's uses the YouTube video streaming website, to host videos of school events and activities.
- Videos of various class activities, such as vodcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to our YouTube channel.
- These video files **will not be made available to download**.
- No copyright material will be uploaded to our YouTube channel.
- ALL videos uploaded to the school's YouTube channel will be **UNLISTED**, i.e. they will not be publically searchable on the YouTube service. To view any videos that are hosted on YouTube, users will have to visit our school's website at http://ststephensbns.com/archive-video

Copyright:

- St. Stephen's will not upload any copyrighted material to any of our online channels without prior written permission. Some material may be uploaded with attribution where required or under licenced use.

Seesaw:
- Our school may use Seesaw for assigning tasks and, if necessary, to communicate and receive classroom tasks using possible distance learning in the event that St. Stephen's is closed for an unexpected length of time or in a public health emergency. It may be used on a computer (PC) or on a smart device using the Seesaw app.
- Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC) or tablet or smart device. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.
- Pupils can share their work using photos, videos, drawings, text, PDFs, and links.
- Pupils retain the copyright on material submitted to teachers in the digital portfolio.

Soundcloud / MixCloud / Spreaker / Anchor:
- Audio of various class activities, such as podcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to Soundcloud, Spreaker, Mixcloud and Anchor audio file streaming websites.
- Audio uploaded into these apps will be made available to listen to via embedded pages in our school website www.ststephensbns.com. These files **will not be made available to download**.

Vimeo:
- Videos of various class activities, such as vodcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to our Vimeo channel.
- These videos will be embedded in our school's website www.ststephensbns.com. These video files **will not be made available to download**.

Kahoot / Quizizz / Book Creator / Canva / Adobe Spark / Blooket
- Teachers may use the educational quiz creator websites listed here as methods of assessment.
- The class teacher may create quizzes based on material covered in class. Pupils do not need an account to participate in the quizzes, and all quizzes created will be used solely for school related work.

Coding:
- Some of our classes may be using coding apps, such as "Scratch", developed by M.I.T. Scratch projects are commonly used for problem solving, maths, and learning coding.
- Pupils will retain the copyright on any Scratch stories or projects created.
- Individual Scratch projects receive their own URL; we will share URLs of created projects if/ once they have been completed.
- We may also use code.org for problem solving, maths, and learning coding.
- We may also use blockly games to introduce coding in a simple form.

Online Radio Station ("St. Stephen's Radio"):
- Pupils may engage in the planning, editing and presentation of "radio shows" on the school's online radio station. The presentation of programmes may include boys from all classes, contributing content and conducting interviews for airing on the radio station.
- All programme content will be checked before being broadcast. Programmes will contain content such as: music programmes, interviews, story reading, audio from class activities such as concerts, field trips, and history activities, as well as other school events and activities not currently listed here.
- The content on the Internet Radio **will not** be available for download / listen back. It can only be listened to "live" or during a replayed airing.
- The URL for the Online Radio Station is: http://ststephensbns.com/radio. Due to licencing restrictions, the live stream cannot be listened to outside of the Republic of Ireland.

AI:
We are currently assessing the rise of the use of AI and are considering the educational benefits of its potential use in St. Stephen's.