St. Peter Apostle Junior National School

St. Peter Apostle Junior School

Acceptable Use Policy

Policy Summary Details

Policy Title:	Acceptable Use Policy
Written:	November, 2025
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St. Peter Apostle Junior National School

Introduction

In St. Peter Apostle Junior School we recognise that Digital literacy skills are key life skills for children and young people today. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources and will be protected from harmful and illegal use of the Internet. In this policy we set out how, staff in St. Peter Apostle Junior National School will employ a number of measures to maximise learning opportunities and reduce risks associated with the Internet.

1. General measures to safeguard Children's use of the Internet

- Internet use by children in school will always be supervised by a teacher.
- A level 4 content filtering system is used for our school
- The school will regularly monitor pupils' Internet usage.
- Children who are given access to the Internet will be made aware of safety issues regarding the same. Resources such as www.webwise.ie may be used in this regard.
- Teachers will be encouraged to remain aware or to train in the area of Internet safety
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of external storage media in school requires a teacher's permission.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.

2. Acceptable usage of the World Wide Web

- Internet will be used for educational purposes only
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Pupils will be taught to evaluate the content of internet sites
- If a child is to come upon inappropriate content or material, he/she must minimize the page and make his/her Teachers aware of internet safety issue encountered
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
- A list of appropriate websites shall be compiled by teachers for use at their level.
- A list of educational websites will be saved in the "favourites" folder on the school computers.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will never disclose or publicise personal information.
- Uploading/downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

3. iPads

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers' permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidently accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be always handled with care.
- Any damage to the device must be reported immediately to the teacher.

4. Email

- If a teacher undertakes some form of email project with their class, they will ensure that the email accounts are only used under supervision of a teacher
- Students will not be permitted to send any material that is illegal, obscene, defamatory, or is intended to annoy or intimidate another person
- Students will not be permitted to reveal personal details such as address telephone number or pictures
- Students will be made aware that sending and receiving email is subject to permission from their teacher

5. Internet Chat

- Children will not be permitted to use Internet chat rooms.

6. Personal Devices

- Children are not permitted to have personal devices in school. The only exception to this rule is when a Device Day is approved and permission is granted by school personnel for children to bring a personal device to school for Golden time or other activity.
- All personal devices are to be switched off until Golden time/class activity begins.
- Personal devices are subject to the practices set out in this policy

7. School Website / Instagram Account

- Pupils will be given the opportunity to publish work on the school website/Instagram account.
- Digital photographs of **individual** pupils will **not** be published on the school website/Instagram. Photographs will focus on groups rather than individuals. Consent shall be obtained prior to publishing group photos from the parents of those in the group.

- Personal pupil's information (name, address etc) will be omitted from the school web pages/Instagram account.
- Pupils will continue to own copyright on any work published. The website/Instagram account will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.

8. Legislation

Teachers and parents should familiarise themselves with the following legislation relating to the use of the Internet

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

9. Support Structures

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- From time-to-time parents will receive information and advice regarding Internet safety in the home.

10. Sanctions

- Procedures are in place should a child accidentally access inappropriate material and should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will 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.
- All these sanctions are in line with our school's discipline policy.

11. Staff

11.1 Photographs

From time-to-time photographs may be taken of children for projects etc in the school. The following practices should be observed if taking photographs

- Where possible the schools' digital cameras should be used
- While it is permissible to use the school Ipad for photos, it is the responsibility of the person who takes the photo to delete the photo after use. Under no circumstance should photos be stored on a school Ipad.
- Under no circumstance should a photograph be taken and stored on a staff members' personal phone

11.2 Internet

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.
- Staff are required to respect copyright law

- When using visual content with children (e.g. Netflix, YouTube, Apps etc) staff should ensure that the content is age appropriate (Universal – PG if there is adult supervision)
- Staff use of the Internet is considered a privilege and should not interfere with the children's instructional time. Staff should be aware that the Department of Education and Science reserve the right to remove broadband to protect our school or other schools in their network.

The Department are aware of all sites that are entered.

While they will filter out illegal sites or sites that are deemed inappropriate this can never be one hundred per cent reliable so staff should be vigilant when they use the internet.

12. Working electronically - Distance learning and online communication
12.1 Seesaw as the principle learning platform
12.1.1 A platform for teaching and learning
Seesaw is the platform that staff in St. Peter Apostle Junior National School employs for Distance Learning. Seesaw allows teachers to provide distance learning by finding and/or creating activities to share with students through an online space. Students can then engage with the assigned tasks by using Seesaw's electronic tools (Camera, writing tools, video, paint etc). The pictures, drawing, video recordings etc then accumulate to capture learning in a e-portfolio.

12.1.2 A platform for assembly
A weekly assembly video shall be sent once a week by the principal whilst if the school is closed due to lockdown. The principal will use this opportunity to try and create a sense of calm and togetherness whilst also reminding children of the things they need to do to try and keep safe.

12.2 Video calls
Zoom/Microsoft teams provide videotelephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, distance education, and social relations. While it is our preference to use Microsoft teams, there may be occasions where it will be necessary to use Zoom. Zoom/Microsoft teams will be employed for distance learning in St. Peter Apostle JNS in the following ways:

12.2.1 Meetings
- Staff meetings
- Teacher planning meetings
- Where required meetings with parents
- Meetings with outside agencies and school supports such as SCP

12.2.2 SNA supports
Zoom/Microsoft team meetings may be used by the Special Needs Assistants in St. Peter Apostle Junior National School to support children with special educational needs. These calls may be used to work directly with the child him/herself or to advise parents of measures and practices that are helpful in the classroom setting for helping the child in question. Guidelines for rules around calls are provided in sections 13-16.

12.2.3 SEN supports

Zoom/Microsoft team meeting will be used by Special Education teachers to plan for the implementation of supports for children with SEN. In certain situations, Zoom may be used by the Special Education Teachers in St. Peter Apostle Junior National School to support children with special educational needs. These calls may be used to work directly with the child him/herself or to advise parents of measures and practices that are helpful in the classroom setting for helping the child in question. As a child protection measure parents will be required to stay in the same room as the child for the duration of the call. Further guidelines for rules around video calls are provided in section 13-16.

12.2.4 Whole Class Supports

Zoom may be used by Class teachers to plan for the implementation of supports for the children in their class. Zoom may also be used by class teachers to support the pupils in their class. These calls will be co-hosted by another member of school staff (SET/SNA). During these calls teachers will interact directly with their pupils. Parents are asked to supervise the call but to remain out of screenshot. Guidelines for rules around Zoom calls are provided in sections 13-16.

12.3 Aladdin

Aladdin Schools is an online Management Information System (MIS) / Student Information System (SIS) specifically designed to simplify the administration in a school. A particularly useful feature of Aladdin is the provision it makes for effective communication. Individuals, groups, classes and the whole school body can be contacted through email and SMS.

The following features of Aladdin will be used by the principal when contacting groups within and across the school

- Group email to parents
- Group/individual texts messages

12.4 Microsoft 365

Microsoft 365 is the productivity cloud that brings together Office apps with cloud services, device management, and advanced security. It provides an electronic platform whereby documents can be shared and edited between staff members. Additionally, facilitates communication among staff members through email and chat. Microsoft 365 shall be used for Distance learning in the following ways:

12.4.1 Microsoft Teams

- Microsoft teams shall be set up for class groups and/or for the entire staff. Using the appropriate team's portal, staff can share electronic resources and report ideas from remote locations in one shared Internet space.
- Records of lessons and monthly reports of completed activities shall be saved to Microsoft teams where they can be monitored by the principal
- Support files can be worked upon by bespoke teams (those teachers who work with the child)
- Governments documents shall be saved to the team's portals in a bid to ensure that staff are up to date with departmental directives on education

12.4.2 Outlook Email

- The principal and staff will use outlook to communicate with one another as appropriate
- The principal will make herself available to parents through her Outlook email address email and will engage with parents' queries in this manner. Should a phone call be warranted/required this can be communicated through the email. The principal will then contact parents using the private function on her mobile.
- All teachers will make their email addresses known to parents and will engage with them on an individual basis through this medium. Should a phone call be warranted/required this can be communicated through the email. The teacher will then contact parents using the private function on his/her mobile.
- Teachers should only respond to parents' emails during professional working hours only (not after 5.30 pm nor weekends).
- Teachers can use the timing function on an email to ensure that emails are delivered at appropriate times

12.4.3 Microsoft team – chat

Microsoft chat provides a platform for instant chatting through text messages. Microsoft team chat will be used for instant messaging between staff members when engaging in a professional capacity.

12.5 St. Peter Apostle JNS Website

The St. Peter Apostle JNS website will be used to communicate with parents. The following shall be posted to our web page:

- Official documents pertaining to school life.
- Announcements
- Up to date information regarding public health
- Information and guidelines for how to contact a member of staff directly

13. General guidelines for good online communication in St. Peter Apostle Junior National School

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families via Aladdin, Seesaw and Zoom and/or Microsoft team meeting
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools noted in section 12, which have been approved by the school and of which parents have been notified
7. Parental permission will be acquired before setting up a profile for a pupil on Seesaw.

8. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. As a child protection measure, a parent must be present for the duration of the video calls with children. If this supervisory/protective measure cannot be made, the video call will be terminated.
10. For security reasons, passwords will be provided to families, where applicable.
11. St. Peter Apostle Junior National School cannot accept responsibility for the security of online platforms, if they are hacked.
12. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

14 Guidelines for staff members using online communication methods

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff should not share sensitive data with unauthorised personnel whilst using electronic communication
3. Staff members will communicate with pupils and families during the hours of 9.00am – 1.40pm (infants) and 2.40 pm (First and Second classes), where possible.
4. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
5. Staff members will seek to become familiar with apps before using them with pupils.
6. Staff will check that consent has been given, before setting up a pupil profile for an online app.
7. When making your seesaw teachers should ensure that he/she changes the sign-in settings to email and turn "students can see one another's" work" off;
8. Staff members will report any concerns regarding online behaviour or interactions to school management.
9. Staff are encouraged to generate a new meeting ID and password for each Video meeting being held.
10. Staff members will notify parents/guardians of the date, time and password for a video call via email.
11. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
12. All staff shall fully adhere to the 2017 child protection guidelines during distance learning as they do during contact learning
13. Staff will terminate videocalls with children if a parent is unable to remain in the room with the child whilst taking the call. The call can be rescheduled for a time when parents are able to remain in the room.

15.1 Rules for pupils using online communication methods:

15.1 For submitting completed work on Seesaw

- Submit work and pictures that are appropriate - have an adult look at your work before you send it.
- Use kind and friendly words.

15.2 For video calls:

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.

- Set up your device in a quiet space, with no distractions in the background.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

16 Guidelines for parents and guardians

16.1 Guidelines for supporting your child's online learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. As a child protection measure, a parent must be present for the duration of the video calls with children. If this supervisory/protective measure cannot be made, the video call will be terminated and rescheduled for a time when the parent can remain in the room for the video call.
3. Check over the work which pupils send to their teacher, ensuring it is appropriate.
4. Continue to revise online safety measures with pupils.

16.2 Guidelines for using Zoom calls with a member of staff

1. Consent for using Zoom is assumed once the parent/guardian logs onto the session having received an email from the teacher.
2. Please do not share the login details to your child's Zoom with anyone.
3. The Zoom sessions are being organised so that the children can maintain connections with their classmates and with their teacher. Parents, if you have a query about a Learning Activity on Seesaw or any other questions, please email your child's class teacher separately.
4. Set up the device in a quiet space with no distractions in the background
5. Join the class with your microphone muted
6. Raise your hand before speaking, just like you would do in class

7. Kind and respectful words to be always used (If this rule is persistently broken the teacher, after consultation with the principal and parents/guardians of the child in question, reserves the right to not invite a child to a future Zoom session)
8. Speak in your normal speaking voice. No shouting.
9. Listen to others when they are speaking.
10. To avoid distraction please leave the background as the natural background rather than uploading a digital background.
11. Every child does not have to join the session - some children may be uncomfortable using this technology.
12. If a child does not join a session, it is not acceptable that another member of the household takes their place - be that a parent or another sibling - this may make the other children at the Zoom session feel uncomfortable.
13. For child protection purposes a parent / guardian must be available in the room where the device is set up - this adult should not be in the camera frame.
14. However, if a small group is meeting, and owing to whatever reasons, only one child attends, then we insist on having the parent/guardian always being visible.
15. For every Zoom session a new meeting ID and password will be generated, and this will be emailed by the teacher from his/her school email address to the parent/guardian's email address which we have on Aladdin.
16. It is not permissible for any participant to record or take a screen grab picture of the Zoom session without the permission of all other participants and their parents/guardians.
17. Parents, please adjust the settings on the device being used so that you / your child is easily identifiable by name when in the waiting room - teachers will not admit any waiting person whose identity they cannot verify.
18. It is at the teacher's professional discretion to terminate a Zoom call should the need arise or dismiss participant (s) from the meeting.
19. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

The St. Peter Apostle Junior School AUP policy was reviewed by the BOM on:

Signed ___Viv. Powney___   Date __10-12-'25__
Vivion Powney
Chairperson, Board of Management

Signed ___Laura Hannon___   Date __10-12-25__
Laura Hannon
Principal/Secretary to the Board of Management

St. Peter Apostle Junior National School

Consent for Seesaw- Electronic- Used during lockdown

Dear parents/caregivers,

I hope this email/letter finds you and your loved ones safe, happy and healthy. I, like all the teachers in our school am missing my class very much. I am emailing you today to let you know how I will be supporting your children's learning from DATE onward.

As a school, we will continue to send a weekly email with **suggested** activities for your child to complete each week. In addition to this I will be using a website called Seesaw. Seesaw can also be downloaded as an app to a smart phone or tablet. Each day, I will leave some school work for your child on seesaw. You, as a parent, can sign into this website and your child can then complete this work. I will then correct the work and leave feedback for your child.

If you would like to join my class I first need your consent. I need you to grant permission for your child to join seesaw using your email address. If you are happy to give this consent please email me the following sentence:

I give consent for _____ (name of child) to sign up to seesaw with my email address.

Once I receive an email with the above sentence from you, I will send you an email with an invitation to join **my** class. If you have children in different classes, the teachers from those classes will be in touch with you about how to access **their** classes.

If you have any questions, please do not hesitate to contact me.
Kindest regards,
Name of teacher

St. Peter Apostle Junior National School

Consent for Seesaw- Hardcopy

Dear parents/caregivers,

As a school, we need to be ready for every eventuality which includes a **possible** return to distance learning. As a school we will be using a website called Seesaw. Seesaw can also be downloaded as an app to a smart phone or tablet. Seesaw is essentially an app where your child's teacher can leave schoolwork for your child to do. You, as a parent, can sign into this website and your child can then complete this work. Your child's teacher will then correct the work and leave feedback for your child.

Parental consent is required for your child to access Seesaw. Over the coming weeks, Seesaw is a resource that teachers will use in their class, to allow the children get used to it. Bearing this in mind, we are contacting you as ask you to grant permission for your child to join seesaw using your email address. If you are happy to give this consent, please sign the permission slip below and return it to your teacher:

I give consent for _____ (name of child) to sign up to seesaw using my email address.

The email address that I would like to use is:

_____

Signed: _____   Date:

Once the permission slip is returned. Your child's teacher will send you an email with an invitation to join **his/her** class. If you have children in different classes, the teachers from those classes will be in touch with you about how to access **their** classes.

If you have any questions or need help setting Seesaw up, please do not hesitate to contact your teacher, Ms. Hannon or Lyndsey Jordan our HSCL.

Kindest regards,
L. Hannon and name of teacher