Student Version

of the

Acceptable Use of Technology Policy

Monkstown Educate Together N.S.

Introduction

The Students of METNS have created a Student Friendly version of the AUTP Policy

General Rules

- We are taught about safe internet usage during each academic year before accessing the internet in school. We must remember that our internet usage is monitored.

- We only have access to forums that have been approved by METNS eg Seesaw and Zoom

- We are given the opportunity to publish projects, artwork and other school work on the school website, www.metns.ie. Our work can only be published with our permission and that of our parents/guardians.

- Our school takes no responsibility for loss or damage to personally-owned digital devices.

Dos!

- We are expected to treat school devices (eg tablets, computers, digital cameras, digital recorders) with respect. We should report any loss, damage, or malfunction to their teacher (or other staff member) immediately.

- We must use the Internet for educational purposes only.

- We must alert a member of staff (teacher or SNA) immediately to any concern for safety or security.

- We use email under supervision by or permission from a teacher or SNA.

Don'ts!

- We cannot upload or download software, music or videos without prior permission from a staff member.

- We must never move away from the app our teacher (or other staff member) has provided for us.

- We are not allowed access the App Store or download apps to tablets or other devices. We cannot delete or move apps or folders.

- We must never disclose or publicise personal information.

Our Expected Behaviour Online

- We must observe good 'netiquette' (i.e. etiquette on the Internet) at all times.

- We will not send or receive any information that is illegal, obscene or information that is intended to hurt, annoy or intimidate another person.

- We will never arrange a face-to-face meeting with someone I only know through emails or the Internet.

- We will not take, use, share, or publish images of others without their consent.

Pupil 'Netiquette' <u>Remember that any comments will stay on the Internet forever</u>.

- We must be respectful of other people's views and their work

- We are not allowed to engage with online 'trolls' or cyberbullies and we will immediately report online 'trolls' and cyberbullies to a member of METNS staff or another adult.

- We must always use positive language online.

- We must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else.

- We must remember that harassing, putting down, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will never be tolerated in METNS

Our Own Devices

- We are not allowed use our own digital devices (e.g. tablet computers and digital cameras) in school without the explicit permission of the teacher. Permission slips are available.

- We are not allowed bring a mobile phone to METNS unless the principal has given permission in writing. Mobile phones must be switched off during the school day.

- We are not allowed to use mobile phones as cameras under any circumstances in school, on school trips or during extra-curricular activities.

Online Classes or Meetings

- We must try to be aware of our surroundings. Choose a room with as little distraction as possible but with an adult close by.
- We must be mindful of noise from other people or pets.
- We must try to have a clean, work-appropriate background with good lighting.
- We will mute our microphone when we are not speaking. We will only turn it on if we are invited to speak.
- We will not use the chat function unless invited to by our teacher. We will be respectful at all times when using this function.

Ratified by the Board of Management, METNS on 12th of May 2021