



Castlebar Primary School: Our Tech Rules!

The Big Idea: This is our easy-to-read guide to using our school's computers, tablets, and the internet safely and responsibly. Using the school's tech is a **privilege**, which means it's a special gift, and we need to follow the rules to keep it.

Our School's Safety Plan

The school does lots of things to keep you safe while you are learning:

- **Safe Learning Spots:** We use special programs like **Google Workspace** (for 3rd–6th class) and **SeeSaw** (for Junior Infants–2nd class, and others).
 - **Your Account:** If you are in 2nd–6th class, you get a special school account (ending in [@cbps.ie](mailto:cbps.ie)). This account only lets you use school tools like Google Classroom—it **doesn't** let you use Gmail or chat apps like Hangouts, so it's easier to keep you safe!
- **Always Watching (for Safety!):** Grown-ups are always checking what's happening on the school accounts and computers to make sure everyone is safe and following the rules. If you misuse your account, it might be suspended.
- **Blocking Bad Stuff:** The school uses special software to **block** websites that have nasty, mean, or inappropriate things on them.
- **Grown-Up Help:** A teacher will **always** be in the room when you are using the school's computers or the internet.
- **Learning How to Be Safe:** We teach you lessons about being safe online, which is part of our **Stay Safe** learning.
- **No Personal Devices:** You **can't** use your own phone or personal tablet to take pictures or videos while you are in school or on a school trip.

Rules for Students

When you use the school's technology, you agree to these rules:

1. **Educational Only!** Use the internet for your **school work** and learning, not just for fun games or browsing during class time.
2. **No Nasty Websites:** You must **never** try to visit a website that has mean, illegal, or inappropriate materials.
3. **Tell a Grown-Up:** If you accidentally see something inappropriate or that makes you feel uncomfortable, **tell your teacher immediately!** It's okay—you won't get in trouble.
4. **No Copying!** If you use information or pictures from the internet in your school work, you must say where you got it from. Don't pretend it's your own work (that's called **plagiarism**).
5. **Keep it Private:** **Never** share your full name, address, phone number, or a picture of yourself online unless your teacher says it's for a special project.

6. **Be Kind:** All the school rules about being kind apply when you are online, too! Being mean or nasty online is called **cyberbullying**, and it is totally unacceptable.
 7. **No Downloading:** Don't download programs, files, or pictures that aren't for your school work.
 8. **Never Meet Up:** **Never** arrange to meet in person with someone you only know from emails or the internet.
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Rules for Parents (and Guardians)

These are important guidelines for using technology at home:

- **Supervise Homework:** If you need to use the internet for school work at home, your parents must watch and **supervise** you.
 - **Age Limits Matter:** Many social media sites (like Facebook or TikTok) have rules about how old you need to be. Your parents should help you stick to those age limits.
 - **No Tagging:** Parents should **not** 'tag' or name you or any other children or staff in pictures they put online.
 - **Be Respectful Online:** Any messages or comments your parents write online to the school, or about the school, must be respectful and polite.
 - **Staff are Private:** Parents and students should **not** try to 'friend' a teacher or staff member on social media. They want to keep their personal lives separate.
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What Happens If the Rules are Broken? (Sanctions)

Using the school's technology is a privilege, and we all need to follow the rules.

- If you misuse the internet or break these rules, a grown-up might:
 - Give you a warning.
 - Take away your right to use the school's computers or internet for a while.
 - In serious cases, you could be suspended or excluded from school.
 - If someone does something illegal online, the school will report it to the police.
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I understand these rules!

By using the school's technology and internet, you and your parents agree to follow all these rules to keep our school community safe and happy! 😊

This guide is based on the Castlebar Primary School Acceptable Use Policy.