

Scoil Shinchill Killeigh



Internet / Distance Learning Acceptable Use Policy

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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Killeigh NS .It also applies to members of staff, volunteers, parents, carers and others who access the internet in Killeigh NS.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Killeigh NS will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Killeigh NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

This policy and its implementation will be reviewed regularly by the following stakeholders:

- Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and ratified by representatives of the Board of Management.

CPD & Internet safety awareness

Killeigh NS implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Killeigh NS through our SPHE programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Killeigh NS participates in Safer Internet Day activities to promote safer more effective use of the internet.

Monitoring

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Mr Breslin ICT coordinator should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Mr Breslin.

Content Filtering

Killeigh NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to a member of teaching staff.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils and staff will 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.
- Pupils will only use the school's internet connection for educational activities as specified by their teacher.
- Pupils must only download apps to the school chrome books with teachers permission.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will never disclose or publicise their own personal information or personal information of their peers or staff members

Email and Messaging

- The use of email is almost exclusively for use by staff.
- The use of personal email accounts is only allowed at Killeigh NS with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

3rd party educational productivity apps and digital portfolios

Some pupils may use online educational productivity apps or digital portfolios such as Gsuite, Adobe Spark, Book creator, See-saw etc to create new digital content or as a digital portfolio.

- Pupils will not disclose their login details for any of these apps to anyone else.
- Pupils will only login to these apps, using their own login credentials or those of a designated shared account.
- Pupils will only create content using appropriate material.
- Pupils will not alter or delete the work of other pupils.
- Images of any school pupils or staff may only be added to created content with the permission of the class teacher.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Killeigh NS :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Killeigh NS.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in Killeigh NS.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Killeigh NS community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Killeigh NS community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Killeigh NS into disrepute.
- Staff and pupils must not represent your personal views as those of Killeigh NS on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Killeigh NS :

- Pupils are not allowed to bring personal internet-enabled devices into Killeigh NS.

Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Killeigh NS pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

- Photographs of pupils are only published on the school website with written permission from parents or carers.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

The procedures published by the Department of Education and Skills say:

“placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour”.

Measures are taken by Killeigh NS to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying described above, will be dealt with, as appropriate, in accordance with the school’s code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school. Further information about Cyberbullying can be found at www.webwise.ie

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- Killeigh NS will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission. Digital photos of individual pupils will not be published along with any information that can identify the individual pictured student.
- Personal student information including home address and contact details will not be published on Killeigh NS web pages.
- The Killeigh NS will not publish the first name and last name of pupils in video or photograph captions published online.

Distance learning

Guidelines for good online communication

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 or through an established app (eg. Seesaw, Class Dojo).
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 which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Classdojo, Aladdin connect, Google Classroom)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom 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. For security reasons, passwords will be provided to families, where applicable.
10. Scoil Shinchill cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. 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.

Guidelines for staff members using online communication methods:

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 8.30am - 3pm, where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff will check that consent has been given, before setting up a pupil profile for an online app.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
- Staff members will notify parents/guardians of the date, time and password for a video call via email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
- A minimum of 2 staff will be present for all Zoom calls
- Staff will use common agreed access settings for each online tool used.

Rules for pupils using online communication methods:

For submitting learning:

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

For video calls/Zoom:

- 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.
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Ensure that the background for any video calls is appropriate.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

For learning

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.

For video calls/Zoom

- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- 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.

Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____, - _____, _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student (s), I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's photo or work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' images on the school website.

Signature: _____ Date: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Student (s): _____, _____,

_____, _____, _____

Class/Year: _____

Student: _____