

St. Patrick's National School

Acceptable Use Policy

Overview

This Acceptable User Policy (AUP) relates to the use of the internet and school devices by students within the school and personnel working on their behalf. The AUP was revised by all staff members in the school. It has been read and ratified by the Board of Management and representatives of the Parents Association (PA). It is envisaged that school and parent representatives will revise the AUP. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood. This version of the AUP was created in September 2018. In September 2020, it was further updated to include Distance Learning.

Aims

The aim of the AUP is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, outlined in the AUP, will be imposed.

School Strategy

The school employs a number of strategies, taking into account the age of the pupils, in order to maximise the learning opportunities and to reduce the risks associated with accessing the internet, namely exposure to inappropriate online content and cyberbullying. The strategies are as follows:

General

1. Internet sessions will always be supervised by a teacher.
2. Filtering software from the PDST Technology in Education is used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor pupils' usage through classroom observation.
4. Students and teachers will be provided with training in the area of Internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal memory sticks and other digital storage media in school requires a teacher's permission.
8. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

The World Wide Web

Children who have access to the internet will do so in adherence to the above strategies.

Before students are allowed to make use of the school's internet facility, all Parents/Guardians will be required to complete a Permission Form (Appendix 1) and return it to the Office or complete a Google form. Once permission is obtained, it will remain in place for the child's time spent in St. Patrick's NS. Amendments to this form may be obtained in written or digital format

(eg. Google Forms). Permission forms will be sent home to families of new students each year and the school's database will be updated accordingly.

1. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
3. Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher. However, children cannot use social media account or record images, audio or video of other pupils or staff.
4. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
5. Students will never disclose or publicise personal information.
6. Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
7. Students 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.

Internet Chat / Social Networking / Instant Messaging (IM)

Access to internet chat rooms, social networking sites, and instant messaging services is forbidden and blocked in accordance with the Schools Broadband Internet Policy.

Email

1. Children's use of email is facilitated strictly in an educational context and access to personal email and/or social networking accounts is prohibited.
2. Online tasks that involve sending and receiving email (e.g. with partner schools, educational email tasks) will be **teacher-led**. The class teacher will set up one email address for the class. Only the teacher will know the password to such email accounts. Emails will be opened and read by the teacher before being shared with the class. All emails will be reviewed by the teacher prior to sending.
3. When students are writing and sending emails from the class email account, it will be done so under the **direct supervision of the teacher**.
4. Children will not send or receive by any means any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
5. Children will not reveal their own or another person's personal details, such as home address, telephone numbers or pictures.
6. Children will note that sending and receiving email attachments is subject to the permission of their teacher.
7. Children will observe good "netiquette" (internet etiquette) at all times and will not undertake any actions that may bring the school into disrepute, (eg. Posting inappropriate comments).

Internet

The Internet has become a two way communication system for the school and the wider community. Services such as YouTube, SeeSaw, email and Facebook are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. Patrick's NS, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

The schools asks:

1. Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Children will not be allowed to use their own personal accounts for social media.
2. Please do not "tag" photographs or any other content which would identify any children or staff in the school.
3. If you are uploading a photograph, please ensure that it does not identify the child in any way.
4. Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
5. Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.

School Website/ Social Media Platforms

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook and YouTube.

1. Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
2. The school will obtain parental permission for publishing pupil's work and/or photograph on the school website or social media platforms. This permission will remain valid for the duration of the pupil's enrolment in the school unless such permission is withdrawn in writing by a parent or guardian.
3. When giving consent for a child's image to be recorded in the school, it is taken that the consent is for both digital and physical recordings. In order to reduce any possible errors, consent can either be given for all media to be recorded or none. For example, one cannot consent to an image being used for a local newspaper but not for social media, for example.
4. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

5. The publication of student work will be coordinated by a teacher.
6. Pupils' work will appear in an educational context on Web pages and the school's social media.
7. The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
8. Personal pupil information including home address and contact details will be omitted from school web pages.
9. The school website will avoid publishing the full name of individuals in a photograph.
10. The school will ensure that the image files are appropriately named – will not use pupils' names in image file names.
11. Pupils will continue to own the copyright on any work published.

Distant Learning / Remote Learning

We recognise that online collaboration is essential for distance learning. St. Patrick's NS may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

Teachers in our school may choose to use a number of tools for classroom communication. Examples include Zoom and SeeSaw. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

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 through an established app (eg. Seesaw and email).
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)
7. 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.
8. For security reasons, passwords will be provided to families, where applicable.
9. St. Patrick's NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. 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:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9.30am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
7. Staff members will notify parents/guardians of the date, time and password for a video call via email.
8. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

For submitting learning:

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

For video calls/Zoom:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

For learning

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

For video calls/Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.

3. 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.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. 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.
6. 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.
7. 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.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. 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.

Student Laptops and Class iPads

Currently, there are 16 student laptops, 8 staff laptops and 22 class iPads for use within the classroom setting. Each laptop has been configured for student use.

The following is the breakdown of iPads assigned to each classroom.

2 – SEN Classrooms

4 – Infants

4 – 1st & 2nd

5 – 3rd & 4th

7 – 5th & 6th

Personal Devices

Please see mobile device policy for further information.

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
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structure

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Sanctions issued will be done so in accordance with the school's Anti-Bullying Policy and Code of Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Other Relevant Policies

- Child Protection Guidelines
- Code of Behaviour Policy
- Mobile Phone/ Devices Policy
- Anti-Bullying Policy
- ICT Policy

This policy was ratified by the Board of Management on _____

Date

Signed _____

Chairperson, Board of Management

Appendices

- **Appendix 1:** Permission Form
- **Appendix 2:** AUP User Agreement

Internet Acceptable Use Policy

Appendix 1: Permission Form

Dear Parent/Guardian,

Please review the school's Internet Acceptable Use Policy, and sign and return this permission form to the Office.

School Name: St. Patrick's National School

Name of Student(s): _____

Class: _____

Parent/Guardian

Part 1

As the parent or legal guardian of the above student, 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.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Part 2

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

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____

Appendix 2 AUP User Agreement

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____