



## **Internet Acceptable Use Policy**

The aim of this Acceptable Use Policy (AUP) is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the Board of Management and staff will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Use Policy (AUP)
- Education
- Filtering/monitoring

### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training 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 personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission.
- Students will treat others with respect, will observe good "netiquette on the internet" (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the device and will report the incident to a teacher.
- Students will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmate's home address, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- 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
- 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. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher. Children will not be allowed to use their own personal accounts for social media.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- 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.
- 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.

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- Please do not request to “friend” a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

### **Email**

- In some classes, students may use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Communications/Internet Chat**

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.

### **School Website**

- Students 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher.

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- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.
- The school website [www.ferrybankbns.ie](http://www.ferrybankbns.ie) may be used to share additional resources, guides, explanatory videos and supports for parents and children

### **Distance Learning – Use of Online Platforms and Programmes**

In the event of an unexpected prolonged school closure where schools have been directed by the Department of Education to engage in Distance Learning or where certain class teachers decide to use online platforms to supplement teaching either in school or at home through the use of online platforms and programmes, St. Mary's Boys' National School will use some or all of the platforms/programmes listed below. Please note this is not an exhaustive list. In all instances, the school's Code of Good Behaviour applies and there are the same expectations around behaviour online as there are offline. Aladdin Connect: This platform is an extension of the existing Aladdin software in use by the school. Therefore no permissions from parents are necessary and parents opt in themselves to register for Aladdin Connect and download the app. Aladdin Connect will be used to communicate regularly with families through text/email/memo/homework facility, seek permissions where appropriate, to forward work to children, to receive completed work from children, and to provide feedback. This programme is password protected for both students and teachers.

### **IXL:**

This platform may be used by teachers to set online activities in English and Maths. Children may also complete additional activities at their own discretion. Teachers can track a student's achievement. This programme is password protected for both students and teachers.

**Explanatory Videos:**

Links to appropriate videos on youtube, vimeo, IXL and Loom (where the teacher makes their own video using Loom Screencast software) may be shared with students through Aladdin Connect or email. This is in order to facilitate new learning and to explain work to students without the demonstration/teaching being 'live'. Videos (other than Loom) which are not in the correct format, can be converted to vimeo using the school's vimeo account. This will allow the school to display these videos on the school website or to share links of videos with parents.

**Zoom:**

Zoom video conferencing may be used to facilitate staff meetings, ISM meetings, SET meetings, Board of Management meetings, school assemblies, prerecorded messages to parents/students and in some cases short check-in meetings with class groups where a parent/guardian must be present with their child/children (One off permission must first be sought for children to attend and rules outlined after permission has been given to attend Zoom class meet ups).

*Live Meeting Protocols for Zoom:*

By logging your child into a Zoom class meet-up, both parents/guardians and students are automatically agreeing to the following rules and guidelines. If you do not agree with something below, then you should not allow your child to attend. Breach of any of the guidelines below may lead to a student being placed in the waiting room or being removed from the meeting for more serious breaches. The school's Code of Behaviour will apply at all times.

- As long as the pupils are at home, it is the responsibility of parents/ guardians to ensure that they are using digital resources appropriately. Supervision is necessary during live Zoom meetings and pupils should be in an appropriate setting in the house.
- Arrive on time for a live meeting on Zoom. Screenshots/pictures/video recordings/audio recordings of live meetings by pupils/parents/guardians are strictly prohibited.
- If the teacher wishes to make a video or audio recording (for example of the class singing a song together), the teacher will give any child who does not want to be

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seen/heard in the video/audio recording the opportunity to switch their video/mic off while the recording is being made. The school will store the video and only use it where appropriate e.g. on the school website (if parental permission received), to celebrate special occasions like graduations, etc.

- Pupils enter the meeting when the host has admitted them from the “Waiting Room” on Zoom.
- Pupils’ microphones will be automatically muted upon entry to the Zoom meeting. This is to ensure sound quality. Please note that the host can mute and un-mute pupils at any time during the meeting.
- Meetings will be started with participant video on. The host can turn pupils’ videos off during the meeting. If the pupil’s video is turned off during the meeting, the host cannot automatically restart a pupil’s video. The pupil must accept their invitation to restart their video. A pupil can also choose to turn his/her video off.
- On the top right-hand corner of your screen, you can select “Gallery View” to see all participants.
- Pupils are invited to “raise their hands” if they wish to ask a question.
- Pupils can use the chat feature to ask questions. The host may also share links in the chat feature with pupils. This chat feature is public and is automatically saved after the live meeting. Private chat between pupils is disabled.
- The host may share a whiteboard during the meeting. Pupils can use annotation tools to add information to the whiteboard when asked to do so by the host.
- Dress appropriately in regular daytime clothes.
- Pupils should be courteous, kind and always use appropriate language when working and communicating online.
- If a pupil is mis-behaving, the host can put them in the Zoom “Waiting Room”. Pupils will have the option of re-joining the meeting after a specified number of minutes. The host also has the option of removing pupils permanently from the meeting.
- Remember that you are in a virtual classroom even though not physically present in the school so normal school rules and Code of Good Behaviour still applies.
- By entering a live meeting, it is accepted that the child and you as a parent/guardian agree to follow these procedures.

### **Education**

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St. Mary's Boys' National School will undertake an education programme to educate children on the safe, responsible use of the internet. 21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise. Resources that may be used to implement this programme include Use of the 'Kids' section of the [www.webwise.ie](http://www.webwise.ie) website.

### **Filtering**

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance. The access to websites from all school laptops is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability and are subject to the filtering system provided by the NCTE.

### **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal handheld / external devices in school if they have permission.

### **Legislation**

Teachers and parents should familiarise themselves with the following legislative policies:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Children First Guidelines
- GDPR 2018

### **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.

**Sanctions**

Misuse of the Internet may 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.

**Mobile Phones**

The use of mobile phones are prohibited on school grounds and during school activities which take place outside of the school grounds. On the first occasion that a student's phone is found turned on, the pupil will receive one verbal warning, the phone will be sent to the principal's office and will be returned to the student after school. The parents will be informed that this has happened. If it happens again, the parents may be requested to collect the mobile phone from the office.

**Ratification and Communication**

This policy was ratified by the Board of Management of the above school on 20th May 2020.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Chairperson, Board of Management