

Scoil Mhuire GNS U.R. 11894i

Acceptable Use Policy

This policy should be read in conjunction with the mission statement and ethos of Scoil Mhuire GNS. Readers should also refer to other key policies including:

- The Code of Behaviour; and
- The Anti-Bullying and Child Protection Policy

This version of the Acceptable Use Policy (AUP) was revised in May 2020 by staff, parents and members of the Board of Management.

1. Introduction

The Internet and digital media can help pupils learn, create and communicate in many diverse ways. The online world is very much part of their lives and they are growing up with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. Children need to be media aware and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to seek help if problems arise. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning.

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

Parents must read this policy and adhere to the implementation of its contents.

Parents must read the Permission Form with their daughter(s) before completing. The Permission is designed to explain to each student, in detail, what is allowed and what is not allowed in the use of IT in Scoil Mhuire GNS, both while in school and when accessing eLearning from home.

Some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the Internet. We aim to create a culture of responsibility and wish to emphasize the partnership between family, school and students. The Internet is considered a valuable school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP will be imposed.

2. eLearning

2.1 Benefits of eLearning for teachers and pupils include:

- Access to world-wide educational resources
- Opportunities to involve students in their own learning
- Educational and cultural communication between students worldwide
- Communication with professional support services
- Staff professional development through access to online courses and curriculum practices [SEP]

2.2 How will eLearning enhance learning:

- Internet access will be planned to enrich and extend learning activities.
- The access level will reflect the curriculum requirements and age of the students
- Students will be educated in the effective use of the Internet in research. [SEP]

3. Scoil Mhuire GNS Strategies:

Scoil Mhuire GNS employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The strategies are outlined below.

3.1 General

- Access to the Internet in school is permitted only under the supervision of a teacher
- Internet for students and teachers is only available through the Schools Broadband Programme. This service is provided by the Professional Development Service for Teachers (PDST).
- The Schools Broadband Programme provides an integrated set of services to schools, which includes broadband connectivity and hosting services including content filtering, and security services including anti-virus control and a centralised firewall. These services are managed by the Schools Broadband Team which includes PDST Technology in Education working closely with the Department of Education and Skills and HEAnet.
- The school regularly monitors students' Internet usage
- Pupils and teachers participate in regular 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, or other digital storage media in school requires a teachers permission.

- Pupils treat others with respect, at all times, and will not undertake any actions that may bring the school into disrepute
- The school strongly recommends that any allegations of cyberbullying, directly relevant to the school (or other types of objectionable online behaviour), must be reported to the class teacher or principal
- Pupils must respect computers, hardware and software and must not intentionally waste limited resources in school such as paper and ink. This is in line with our Green School Policy.
- G Suite will be used by staff and pupils as necessary.
- Google Classroom may be used by teachers, parents and pupils as necessary and appropriate. [L.T.T.E.] [SEP:SEP]

3.2 World Wide Web:

- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments without acknowledging the source of this information. Students must put this information into their own words (no plagiarism or copyright infringement).
- Students will not disclose or publish personal information of their own or other students at any time.
- 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.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful/harmful or otherwise objectionable materials
- Students must immediately report accidental accessing of inappropriate materials (if this occurs) to a teacher. In the event of a student accessing inappropriate material or images during a lesson the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT co-ordinator who will then inform the principal and the Schools' Broadband service.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's **Acceptable Use Policy**.

[L.T.T.E.] [SEP:SEP]

3.3 Email:

- Aladdin is the primary method of communication between home and school. Each parent/guardian will provide the school with an email address to facilitate school and home communication.
- Students do not use personal email accounts. On occasion, they may have access to email through their assigned Scoil Mhuire GNS G Suite account. In school, these email accounts will be used with permission from and under the supervision of a member of the school staff.
- When at home email accounts will only be used with permission from and under the supervision of a parent/guardian.
- Students will not send, receive or repost any material that is illegal, obscene, hateful or defamatory or that is intended to aggravate or

intimidate another person.

- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or photographs at any time.
- Students will never arrange a face-to-face meeting with someone they have only connected with through emails or the internet.
- Students are not permitted to use personal email accounts in school.

3.4 Internet Chat (Very restricted use only):

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved and supervised by the teacher.
- 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 is strictly forbidden.
- Skype, Google Meets or Zoom may be used for contacting other students/schools for project work, or pen pals. This will only be done under the supervision of a class teacher.

3.5 School Website:

- Students will be given the opportunity to publish projects, artwork or school work on the school website, www.scoilmhuiregns.ie when approved by a teacher
- The publication of any class work or photographs by students will be co-ordinated by a staff member
- Digital photographs will focus on groups and never on individual students
- Students work may appear in an educational context on web pages
- Digital photographs of individual pupils will not be published on the school website unless prior permission is given. Photographs, audio or video clips will generally focus on groups rather than individuals. Video clips may be password protected.
- Group photograph(s) may appear with first name(s) underneath but they may/may not be in the order in which the student (s) appear(s) in the photograph.
- Students will continue to own the copyright on any work published with Permission from a parent/guardian

3.6 Twitter:

Scoil Mhuire GNS has a Twitter account and regularly posts updates of school news, notices and activities on this account. Scoil Mhuire GNS also retweets relevant information to other twitter users as appropriate. The school Twitter account is managed by a staff member/s on behalf of the school.

3.7 Personal Devices:

- Students are not permitted to have mobile phones / personal devices turned on in class/school.
- Students are not permitted to take photographs / video clips / audio clips on the Scoil Mhuire GNS campus.
- Scoil Mhuire GNS accepts no responsibility for the loss or damage to students personal devices – they are the sole responsibility of the student
- Any home to school communication during school time is through the school telephone and under teacher supervision. [LTL] [SEP] [LTL] [SEP]

3.8 Parent Responsibilities:

- Parents are expected to promote the safe use of the Internet in the home and to support the school's policy regarding children's use of Mobile Phone and Personal Devices.
- Parents are asked to be mindful of the needs of others in relation to school photography. It is not appropriate to take photographs, video recordings or audio recordings on the school premises (including classrooms) without prior permission from the school. This is in the interest of the safety and wellbeing of all.
- It is understandable that, for personal and private use, parents and family members may wish to take photographs or video recordings at official school events i.e. plays and such performances and official sporting events. However, it is not permitted to upload photographs/videos/audio material taken at school events and containing pictures/recordings of persons other than parents' own children to social media such as Facebook etc. without the prior consent of those persons/those persons' parents (if children). [LTL] [SEP] [LTL] [SEP]

4. Use of I.T. and Internet Resources During Emergency School Closures:

Scoil Mhuire GNS currently uses a range of online learning websites and learning platforms to support teaching and learning. During school closures, these tools provide the school with options to continue to support their students.

All planning for teaching and learning at Scoil Mhuire GNS during and after emergency closures will be informed by the recognition that our students will experience a diverse range of learning in the home setting supervised by parents/guardians. There will be a diversity of student experience in terms of individual capacity to access online networks, devices and de-facto tech support during periods of school closure. Online learning resources will be made available to students and families. These online resources will be

subject to periodic review. Following periods of an emergency closure, the school will plan for teaching necessary strands from the curriculum factoring in the needs of all students, including those students who may have received limited access to the online learning resources that have been provided.

Scoil Mhuire GNS will provide additional links and platforms, to those already used. These are resources and online tools that have been identified by the school staff and suggested by the Professional Development Service for Teachers (PDST) with the approval of the Department of Education and Skills to assist schools and their students during the current school closure period. They are means of providing students with access to relevant content, classwork and opportunities for enhanced learner engagement with their teacher. The same rules of conduct and behaviour will apply to distance learning as apply in the classroom.

The Board of Management and teaching staff of Scoil Mhuire GNS will remain diligent in monitoring examples of best practice and peer-reviewed academic research into the use of I.T. for education in the primary school setting. The school seeks to employ I.T. efficiently, for maximum benefit with measured exposure to screens and digital devices. The school is committed to the excellent teaching of the primary curriculum

During periods of emergency, if students and teachers are unable to access the school premises for protracted periods of time, the Board of Management sanctions the use of the following software below:

Families with limited or no access to the internet should contact the school principal, in confidence. Every effort will be made by the school to ensure that communications and messages from the teaching staff reach every student and family.

4.1 Google Classroom (from the G-Suite range of digital products available from Google):

Access to Google Classroom will be through G Suite. Login details for each student and technical support will be provided by the school.

Students may only participate in Google Classroom with parents/guardians consent.

Students will have a unique login and password. This login and password will be set up by the IT co-ordinator in collaboration with the relevant teachers. This will be for the purpose of accessing GSuite, to facilitate students in joining a virtual Classroom group and to access other online resources deemed necessary by the teacher to facilitate learning. Except in exceptional circumstances, pupils will not have access to email communication through their G Suite account.

While logged into Google Classroom, parents and/or students will be able to

communicate with the class teacher in order to receive advice, reference to appropriate learning tools and suggested programmes or tasks which will help to reinforce learning in the home setting. Students and parents will be able to send/return work to their teacher and receive appropriate feedback.

Class teachers will retain the right to arrange students into smaller groups within the larger whole class group setting, as they do in the normal classroom setting. Google Classroom allows for posts or submissions to be made privately and not to be viewed by other parents or students. In addition, Google Classroom also facilitates posting comments visible to all in the Class and may be allowed if the teacher deems it appropriate.

All text, images and other subject matter posted to Google Classroom will be respectful, on topic and in line with the school's Code of Behaviour.

Parents and students will note that when they join a teacher's classroom, their own G Suite user name will be visible to others who are logged into the same classroom, via the 'People' tab.

4.2 Padlet:

Teachers may recommend the use of Padlet in order to complement Google Classroom in the event that this is thought to be appropriate to use in connection to certain learning activities.

4.3 Email:

'Aladdin' will continue to be the main method of communication between home and school

Teachers can be contacted by parents via a designated school email address. Photographs, video or audio files of students should not be sent via email to the teacher.

The school community aims to strengthen the goodwill and the positive partnership between parents and the school, to enhance the wellbeing and learning opportunities for our students and communication should always be respectful and constructive.

4.4 Google Meet:

Google Meet is a cloud-based video conferencing service provided as part of the G Suite range of apps. It can be used to virtually meet with others - either by video or audio-only or both. Where deemed appropriate Google Meet may be used to conduct the live whole class or group communications and or teaching. Google Meets facilitates collaborative work and is easily accessible

through Google Classroom on all internet-enabled devices. All communication with a student is conducted in the presence of a parent/guardian.

Parental/Guardian **consent** must be sought before a teacher can engage in a Google Meet with a student.

At Scoil Mhuire GNS, all Google Meet interactions are initiated by a member of the school staff and all invitations will include a **link** posted in Google Classroom. This invitation link can never be shared with a third party.

There is a facility to record sessions to view later. Only the teacher has permission to record the session. He/she will announce their intention to record giving students/parents/guardians the opportunity to turn off their camera and/or microphone if privacy is of concern. These recordings will not be publicly available, only shared within the class group.

Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing.

Students/parents/guardians do not have permission to take photos, screenshots, record video or audio during these conference sessions. It is a violation of our Acceptable Use Guidelines to do so.

4.5 Zoom/Google Meet:

Zoom/Google Meet are cloud-based video conferencing services that can be used to virtually meet with others - either by video or audio-only or both. Scoil Mhuire GNS may use Zoom/Google Meet if deemed appropriate to conduct Board of Management Meetings or Staff Meetings. Zoom/Google Meets facilitates collaborative work on an easy-to-use platform. Zoom/Google Meets are accessible on all internet-enabled devices

4.6 WhatsApp:

Where it is deemed appropriate for the wellbeing of a child WhatsApp may be used as a method of communication between staff member(s) and the parent(s)/guardian(s). The permission of the Principal must always be sought in advance. Communication with a student can only take place in the presence of a parent/guardian.

5. Legislation:

While not an exhaustive list, teachers, parents and guardians are encouraged to familiarise themselves with the following legislation as it relates to this policy.

- The Data Protection Acts 1988 to 2018
- General Data Protection Regulation 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Copyright and Related Rights Act 2000

6. Support Structures:

The school may inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet. The Webwise website will also be consulted for relevant educational materials.

7. Sanctions:

It is mandated that all students will abide by this AUP. Internet access in the school involves a strict filtering service, yet no service is completely 'reliable'. However, should misuse of the technology occur, it may result in disciplinary action. Please refer to the school's Code of Behaviour and note that disciplinary action may involve the withdrawal of access privileges and/or confiscation of mobile phones and personal devices.

The school also reserves the right to report any illegal activities to the appropriate authorities. All of these sanctions are in line with our Code of Behaviour. The school will incorporate this policy in the school's overall behaviour policy and will treat breaches as they would any other breach of school discipline.

8. Designated Liaison Person:

In the event that a student, parent, staff member or member of the Board of Management deems that the use of I.T. equipment or access to the internet has caused or potentially could adversely affect the wellbeing of any member of the school community, the Designated Liaison Person should be informed immediately. The school principal, Donncha Cleary, is the Designated Liaison

Person. In his absence, the Deputy Designated Liaison Person, Breda Nugent is to be informed.

9. Review:

This policy was reviewed and ratified by the Board of Management in May 2020.

Further reviews will take place in the light of experience, as needs determine, and in line with overall cyclical review of school policies as time allows.

Chairperson, Board of Management: La John McDonagh on behalf of

Ms. Josephine Henry

Date: 4th June 2020 .

Internet Acceptable Use Policy

Scoil Mhuire GNS

Permission Form

Name of Student: _____

Class: _____

Teacher: _____

Parent/Guardian:

As the parent or legal guardian of the above student I have read the **Acceptable Use Policy** and grant permission for my daughter or the child in my care to access the Internet while in school. 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 pupils access unsuitable websites in school.

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

Signature: (parent/guardian) _____

Name: (print) _____

Signature of Student (4th to 6th Class only): _____

Name: (print) _____

Date: _____