

Acceptable Usage Policy St. Joseph's N.S., Ballyadams

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources and will be protected from harmful and illegal use of the Internet.

St. Joseph's N.S., Ballyadams will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP).
2. Education.
3. Filtering/Monitoring.

Internet

- The Internet will be used for educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils will receive training in the area of internet safety.
- Pupils will be taught to evaluate the content of internet sites.
- Teachers will be made aware of internet safety issues.
- Uploading and downloading of non-approved material is banned.
- Virus protection software will be used and updated on a regular basis
- The use of personal disks, external storage devices, CD-ROMS or USB keys in school requires a teacher's permission.
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute.
- 'YouTube' (and similar sites) can be accessed only under supervision.
- Students are not permitted to use internet chat rooms.

Email

Pupil Emails

- Pupils are not permitted to use email in school
- Should pupils require an email address they will be set up with a school email address under the school domain with the email function disabled.

If pupils are using their school related email address, the following rules will apply:

- Students will only use approved school email accounts under supervision by or permission from a teacher.
- This email address will serve as a login function only.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- Pupils will not send messages to or from school email.
- Pupils will not engage with video calling on school email addresses
- Pupils will not reveal their own or other people's personal details e.g. email address, home addresses, telephone numbers, or pictures via school email.
- Pupils will never arrange to meet someone via school email.

Teacher Emails

- Teachers are provided with their own @ballyadamsns.com email addresses for the purpose of school related activities.
- Teachers will also store and create documents under their @ballyadamsns.com email address on the GSuite drive.
- Under no circumstances are teachers to use their school email address for personal reasons.
- Occasionally school correspondence is via email.

Aladdin

- The school uses Aladdin as the main school based communication platform.
- This platform is used for:
 - Safely storing children's and parents details
 - Roll Calling
 - Administrative work
 - School Reports
- The majority of school communication with staff and parents is through Aladdin Connect

School Website/Blog

Designated teachers/staff will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' full names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips will focus on groups and group activities.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.
9. The school also has a TWITTER account @ballyadamsns and regular updates of school news, notices and activities are provided via this medium. Pupils' work may also be shared using this tool. Ballyadams N.S also retweets relevant information to other twitter users as appropriate. The school TWITTER account is managed by staff member/s on behalf of the school.

School Devices

- Teachers are provided with their own school laptop for school related purposes.
- Teachers are free to take school devices home to facilitate preparation for lessons but must only be used for school related purposes.

- Teachers are permitted to take photographs of samples of the pupils' work only for uploading to the school Twitter page/Seesaw/Website/Aladdin Connect and/or School Drive
- Any issues must be reported to the Digital Technologies Coordinator/Principal as soon as possible.
- Each classroom has its own interactive whiteboard and speakers. These must remain in the designated classroom at all times.
- The school has a shared set of 16 iPads. These are shared on a timetabled basis and are used in the facilitation of teaching, learning and assessment.
- Pupils also have access to laptops for teaching, learning and assessment also.
- The ethical, safe and responsible use of devices must be communicated to pupils from teachers before using the devices.

Personal Devices

- Children do not have permission to have mobile phones/smart watches/electronic gaming devices in school.
- Teachers can use their mobile phones for school related purposes in the event of an emergency.
- Teachers can access school emails from their own personal devices.
- Teachers must always act in a professional manner when using their personal device for school related activities.
- Teachers are not permitted to take pictures of pupils and or pupils work on their personal devices.
- Should a teacher lose their personal device that has school related data on the device, the principal of the school must be notified of the potential data protection breach.

Digital Citizenship/Internet Safety

St. Joseph's N.S. will educate the children on the safe, responsible use of the Internet through the SPHE Curriculum.

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 responsible digital citizens.

Resources that may be used to implement this programme include;

- NCTE Internet Safety Awareness Video.
- Use of the 'Kids' section on the www.webwise.ie website.
- SAFT Internet Safety Awareness Education Programme and exemplars.
- Speakers from outside agencies such as Barnardos / Zeeko Education.
- Stay Safe
- HTML Heroes
- My Selfie and the Wider World

Cyberbullying

- The school adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of *bullying 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 cyberbullying even when it happens outside the school. Additionally the posting of an offensive

comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Ballyadams N.S National School Anti-Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school
- Awareness of and the prevention of cyberbullying is an integral part of Ballyadams N.S Anti-Bullying policy.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

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, Ballyadams 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.

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'. The school may elect to display these videos on the school website or to share links of videos with parents.

Seesaw

- Seesaw is the school's chosen online learning platform and will be used as a teaching tool for teaching and learning in Ballyadams N.S.
- Home Learning Codes are emailed to all parents/guardians.
- Seesaw privacy policy can be accessed here: <https://web.seesaw.me/privacy-policy>
- In the event of long term school closures teaching and learning activities will be administered on Seesaw according to departmental guidelines and our remote learning action plan.
- Parent/guardian must be in the same room as the child during seesaw activities to monitor, supervise the child and also to help with any technical issues.
- All online activity must be supervised by an adult.

- Parents will be asked to find a quiet space, free from distractions.: Record videos in the kitchen or living room, not the bedroom.
- Child and adult must wear appropriate attire

Video Conferencing:

Zoom video conferencing may be used to facilitate staff meetings, ISM meetings, SET meetings, Board of Management meetings, school assemblies, pre-recorded 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 meetups).

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 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 is received), to celebrate special school occasions.
- 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 misbehaving, 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.

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.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

St. Joseph’s N.S. has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA and NCTE. Websites are only allowed through following a verification of their suitability.

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.

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

Permission Form Template

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

School Name _____

Name of Pupil: _____

Class/Year: _____

Pupil

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.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 pupils access unsuitable websites.

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

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work 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.

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

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____

Review

This policy will be reviewed as part of the school's organisational plan for the review of policies or beforehand if deemed necessary.

Chairperson: _____

Date: _____