

Timahoe NS, Timahoe, Co. Laois
057 8627051



ACCEPTABLE USE POLICY

SCOIL MHUIRE FATIMA

Internet Safety: Acceptable Use Policy

School Name: Scoil Mhuire Fatima
Address: Timahoe,
Co. Laois.

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP is being created by the parents/guardians, staff, pupils, board of management and trustees of Timahoe NS.

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:

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.
- The school will regularly monitor students' Internet usage.
- 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect 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.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- 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.

Email

- Students will 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.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- 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 – 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.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. This extends to wearable technology such as smart watches etc.

Teachers' Use of Personal Smart Phones

Teachers are permitted to use their personal smart phones to take photos and videos of school related activities. This content will be uploaded to the school's cloud based storage platform. Once the content is uploaded, it will be immediately deleted from the teachers' personal phones.

Distance Learning

In extraordinary circumstances where school closures are required i.e. a pandemic, and where teachers are requested by the DES to engage in Distance Learning, teachers may use additional digital technologies to support this remote learning.

Online learning platforms may be used and will be as recommended by the PDST (Professional Development Service for Teachers). These may include digital ebooks, multi-functional platforms that support teacher-student interaction such as Aladdin Connect and Seesaw and Live video conferencing applications such as Zoom. Permission from parents will be sought and strict

guidelines will be adhered to in the use of live video conferencing. The school will enable the most up to date security and privacy features while using these platforms

Guidelines for participating video conference calls

- Children must be under the supervision of an adult to participate in the call.
- This adult will be required to make themselves visible on screen to the teacher at the beginning of the video call to provide proof that the child is not alone. Once, this happens, the adult can then supervise from a nearby room.
- Two teachers will participate in the video call.
- Children should join the meeting from a quiet family room. All other members of the family in the house should be aware that the video call is taking place to avoid disruption for the duration of the call. It is recommended for participants to use headphones/earphones.
- Children / parents will need to download the software for the relevant platform (Zoom, Cisco Webex etc) to their personal device in advance. An invite (with a password included) to participate in the video call will be sent to a parent's email address 15 minutes before the designated time of the video call. It is not permissible to use a child's personal e-mail address.
- The child / parent will click on the video call link within the email and be prompted to input the password. Once the password is approved, they will gain entry to the waiting room. The teacher will then allow entry to the group call once the name is recognised.
- Once all participants have joined the group (with a permission form signed and returned to the teacher in advance), the teacher will lock the group call, preventing any further participants from gaining entry. If all participants are have not attended 15 minutes after the designated start time, the group will be locked.
- All pupils will be muted by the teacher when joining the call. This is to ensure good sound quality and that everyone can be heard when invited to speak. When a pupil(s) want to speak, they can raise their hand just like in class and then they will be unmuted.
- Children must have their video turned on during the call.
- The record function will be disabled for teachers, parents and pupils. Use of other devices such as phones or tablets to take pictures or videos of the meeting is prohibited for teachers, parents, students and any other individual due to GDPR and Child Protection issues.
- The group video call should be treated as a virtual classroom. Appropriate classroom behaviour is expected.
- The group video ID and password issued to parents/guardians from the teacher are for the sole use of that parent/guardian. Under no circumstances can an ID or password be shared with another parent/guardian.

Legislation

Teachers, students and parents should familiarise themselves with the following legislation relating to the use of the internet:

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

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
- In extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

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

Scoil Mhuire Fatima, Timahoe, Co. Laois.

Name of Student/Students: _____

Classes: _____

Student

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: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student/students, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child/children 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)

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

Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely

Ann Bergin,
Principal.

Zoom Group Video Call

Permission Form

The guidelines outlined below have been designed to make accessing Zoom (a video conferencing platform), a safe and enjoyable experience for pupils, teachers and parents/guardians. Please read them carefully and discuss with your child/children before signing this permission form.

- Children must be under the supervision of an adult to participate in the call.
- This adult will be required to make themselves visible on screen to the teacher at the beginning of the video call to provide proof that the child is not alone. Once, this happens, the adult can then supervise from a nearby room.
- Two teachers will participate in the video call.
- Children should join the meeting from a quiet family room. All other members of the family in the house should be aware that the video call is taking place to avoid disruption for the duration of the call. It is recommended for participants to use headphones/earphones.
- Children / parents will need to download Zoom to their personal device in advance. An invite (with a password included) to participate in the video call will be sent to a parent's email address 15 minutes before the designated time of the video call. It is not permissible to use a child's personal e-mail address.
- The child / parent will click on the video call link within the email and be prompted to input the password. Once the password is approved, they will gain entry to the waiting room. The teacher will then allow entry to the group call once the name is recognised.
- Once all participants have joined the group (with this permission form signed and returned to the teacher in advance), the teacher will lock the group call preventing any further participants from gaining entry. If all participants are have not attended 15 minutes after the designated start time, the group will be locked.
- All pupils will be muted by the teacher when joining the call. This is to ensure good sound quality and that everyone can be heard when invited to speak. When a pupil(s) want to speak, they can raise their hand just like in class and then they will be unmuted.
- Children must have their video turned on during the call.
- The record function will be disabled for teachers, parents and pupils. Use of other devices such as phones or tablets to take pictures or videos of the meeting is prohibited for teachers, parents, students and any other individual due to GDPR and Child Protection issues.
- The Zoom group video call should be treated as a virtual classroom. Appropriate classroom behaviour is expected.
- The group video ID and password issued to parents/guardians from the teacher are for the sole use of that parent/guardian. Under no circumstances can an ID or password be shared with another parent/guardian.

Signed: _____ Pupil(s)

Signed: _____ Parents/Guardians

Date: _____