

Tralee Educate Together National School

Internet Acceptable Usage Policy

This AUP policy was updated by the Principal in collaboration with the school staff and parents firstly in May and then in December 2020, to include Distance Learning. It was also reviewed and ratified by the BOM in May and December 2020.

ICT is an integral part of modern day living. It can be used effectively to benefit teaching and learning in the primary school. We believe in the benefits of curriculum - based internet use. The purpose of this Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities through the use of internet resources, and will be protected from harmful and illegal use of the internet.

This policy applies to all of the school's devices, which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

This policy applies to staff and students of Tralee Educate Together NS. The School reserves the right to amend this policy from time to time and it is envisaged that the school will revise the AUP regularly, in consultation with parents, staff and the BOM.

This policy should be read carefully to ensure that the content is understood and accepted. The aim of the Acceptable Use Policy is to ensure that students benefit from the learning opportunities offered by internet access, in a safe and positive manner. If the school AUP is not adhered to, internet access will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Tralee Educate Together National School employs a number of strategies to maximise learning opportunities and reduce risks associated with the internet. These strategies include, but are not limited to the following:

- Acceptable Usage Policy
- Education: online safety training provided to pupils, teachers and parents
- Filtering: school uses PDST filter
- Monitoring: teachers will always supervise Internet sessions which are conducted on school devices.
- In relation to distance learning, parents should endeavour to supervise online lessons.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing offensive or hurtful internet messages, images or statements on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour, and it is expected that students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Signed Technology and Internet Usage Agreement (see below)
- Signed Acceptable Use Policy Permission Slip (see below)

Use of the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games and for lesson reinforcement. Access to online resources will enable pupils to explore libraries, databases, and bulletin boards throughout the world. Services such as YouTube, ClassDojo, SeeSaw, Facebook, and other social media 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 Tralee Educate Together, form part of our web services and all content placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for all classes and will only be permitted upon submission of signed Technology and Internet Usage Agreement and Acceptable Use Policy Permission Slip.

1. Pupils will not be given access to the Internet without teacher supervision.
2. Internet will be used for educational purposes only.
3. Internet sessions will always be supervised by a teacher.
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
5. Filtering will be used to minimise the risk of exposure to inappropriate material.
6. Pupils will receive training in the area of internet safety.
7. Teachers will be made aware of internet safety issues.
8. Uploading and downloading of non-approved material is banned.
9. Virus protection software will be used and updated on a regular basis.
10. The use of personal USB keys, external storage devices or CD-ROMS in school requires a teacher's permission.
11. Pupils will observe good 'netiquette' (etiquette on the internet) at all times.
12. YouTube can be accessed only under the supervision and direction of a teacher (YouTube Kids is available to the pupils on iPads).
13. Pupils will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material and the school will not be responsible for any attempts taken in this regard.
14. In the event of accidentally accessing any of the above sites, the student will be expected to immediately exit the web page, turn off the device and report the incident to a teacher or supervisor.
15. In the event of accidentally accessing any of the above sites, or should the filtering system allow access to an inappropriate site, the teacher will be expected to immediately exit the web page and report the incident to the Principal, who will then check the anti-virus software on the laptop.
16. Pupils will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
17. Students will not examine, change or use another person's files, username or passwords.
18. Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
19. The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Email

When pupils use email, the following rules will apply:

1. Email will be used for educational purposes only.
2. Pupils will only use approved class email accounts under the supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not reveal their own or others people's personal details e.g. addresses, telephone numbers, or pictures via school email.
5. Sending or receiving email attachments and files is subject to teacher permission.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Class Dojo, Zoom, Seesaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through an online meeting. The staff member invites pupils and their families to these meetings using a code.

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to remove any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

The school has signed up to the terms of service of the Online Platforms in use by the school.

The School has enabled the most up to date security and privacy features which these Online Platforms provide.

In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@tralee-educate-together.com

Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.

If teachers are using Zoom, parents/guardians must consent to using their own email address for their child to access lessons on Zoom.

Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

If teachers are using school email to communicate with their students (in relation to allocation of work and corrections), they will do so under the terms of this policy for appropriate internet use. Students will also ensure that emails to their teachers are appropriate and all correspondence should be supervised by an adult.

Internet Chat

Discussion forums online will only be used for educational purposes and will always be supervised.

Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet. This is forbidden.

School Website and affiliated Social Media sites

Pupils may create projects, artwork, writing, or audio-visual recordings which would be suitable for publication on our school's web site and social media profiles, including but not limited to Facebook.

Designated teachers will manage the publication of material adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published.
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 rather than on individual pupils when possible.
5. Teachers will select work to be published and decide on the appropriateness of such.
6. Permission to publish a student's work will be sought from the pupils/parents/guardians on enrolment. This permission may be withdrawn at any time.
7. Pupils will continue to own the copyright on any work published.
8. 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.
9. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
10. Photos/videos on our website/Facebook should not be copied or posted to any social media or other website or published in any way.
11. Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school. Please make sure photograph size is kept as small as possible.
12. Staff members are requested not to 'tag' photographs or any other content which would identify any children or staff in the school. Please make sure photograph size is kept as small as possible.
13. Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful.
14. Parent(s)/guardian(s) are requested to 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.
15. Parents and guardians should not request to "friend" a member of staff in the school. Most 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.

16. Failure to keep the above rules will result in a permanent ban to our social media accounts.
17. If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
18. This Policy should be read in conjunction with our Data Protection Policy.

Personal Devices

Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto a school device and then immediately deleted from source.

Education and Internet Awareness

Tralee Educate Together National School will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for children. Through education and awareness, we aim to limit our children's exposure to it as well as how to deal with it as they progress to secondary school. They need to learn how to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of 'Kids' section on the www.webwise.ie website
- Internet safety session for 3rd to 6th with recommended guest speakers

The school will provide regular talks on internet safety and acceptable internet usage, for students, teachers and parents/guardians. This will cover several topics including cyber bullying.

Filtering

The school will use the Internet provided and filtered by the PDST Technology in Education. '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. However, no filter is 100% accurate. The most effective filtering tool is adult vigilance. At Tralee Educate Together National School, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the disadvantages.

Use of ICT Resources

Tralee Educate Together information and technology resources (e.g. e-mail, iPads, computers, computer applications, networks, internet, intranet, phone and other wireless communications devices, telephone, voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use, including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing

confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Use of technology devices that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who use school technology devices at home are instructed to be vigilant in monitoring their use in the home, as per procedures for common area (i.e. kitchen or living room) with the screen visible to others while a child is on the internet. The use of technology by children without adult supervision is not recommended.

Sanctions

If a pupil deliberately misuses devices and/or the internet or is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in sanctions, including the withdrawal of access privileges, in line with the Code of Behaviour.

Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff. In extreme cases, suspension or expulsion may be necessary. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was adopted by the Board of Management.

Signed: *Sinead Kelleher* Chairperson of the Board Date: 09/12/20

Signed: *Mary Brosnan* Principal Date: 09/12/20

Date of next review: 2021/22

Technology and Internet Usage Agreement

We use the school iPads/devices and internet connection for learning. These rules and agreements will help us be respectful and fair to others and keep everyone safe.

I _____ agree to the following

iPads and any other devices will only be used when allowed by the teacher

Internet will be accessed only under teacher direction

Devices and the internet will be used for educational purposes

Search history will not be deleted

I will only use the apps that are on the iPads

I will only use the YouTube Kids app. I will not access YouTube through an internet search

I will only search the internet for the topics the teacher allows

The camera will only be used under teacher supervision and I will only record videos or take photographs under teacher supervision

I will handle all devices carefully and collect and return devices properly

All iPads are numbered and I will use the iPad with the number that is assigned to me

I will not bring external storage devices such as memory sticks/USB keys etc. into school without permission

I know that the school will monitor the sites I visit

I understand that if I break these rules, I will be stopped from using school devices and the internet and my parents will be informed

Student signature: _____

Teacher signature: _____

Principal signature: _____

Parent(s) signature(s): _____

Date: _____

Acceptable Use Policy Permission Slip

Name of pupil: _____

Class/Year: _____

As the parent or legal guardian of the above pupil, I have read and accept the Acceptable Use Policy and grant permission for my child to access the Internet.

Parent/Guardian Signature: _____ Date: _____