Internet Acceptable Usage Policy

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.

Scoil Íde will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupil Access to 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, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

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 from 2nd – 6th class and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves.

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 software will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor pupils' internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Teachers will be made aware of internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis
12. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission
13. 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
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under 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 send messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

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 rather than on individual pupils when possible
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.

Education and Internet Awareness

Scoil Íde will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 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:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). '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. Scoil Íde also uses additional filtering software on all our machines, which, while not foolproof, thus filtering pupils' access to the internet further. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At Scoil Íde, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

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.

Windows 10 has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Scoil Íde has installed firewall software.

Laptops/iPads and Android Tablets

The school has a laptop trolley and devices are shared among classes on a rotational basis. The school also has a suite of iPads which are also used by classes on the same basis. An audit of internet usage may be run at any time.

Use of laptops 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 have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Personal Devices

Pupils are not permitted to bring their own mobile phones to school. On occasion mobile phones may be permitted but this is only with the explicit permission of the school principal. Any unauthorised taking of images or recordings using a mobile phone is in direct breach of the school's policy.

Distance Learning

Guidelines for good online communication in Scoil Íde

Under no circumstances can pictures or recordings be taken of video calls.
1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Aladdin or through an established app (Google Classroom, Zoom).
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Zoom, Google Classroom)

6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. Scoil Ide cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during school hours where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
7. Staff members will notify parents/guardians of the date, time and password for a video call or zoom via email.
8. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:
For submitting learning:
1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Zoom:
1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

Golden Rules

1. Be kind
2. Be gentle
3. Be honest
4. Look after property
5. Work hard
6. Listen

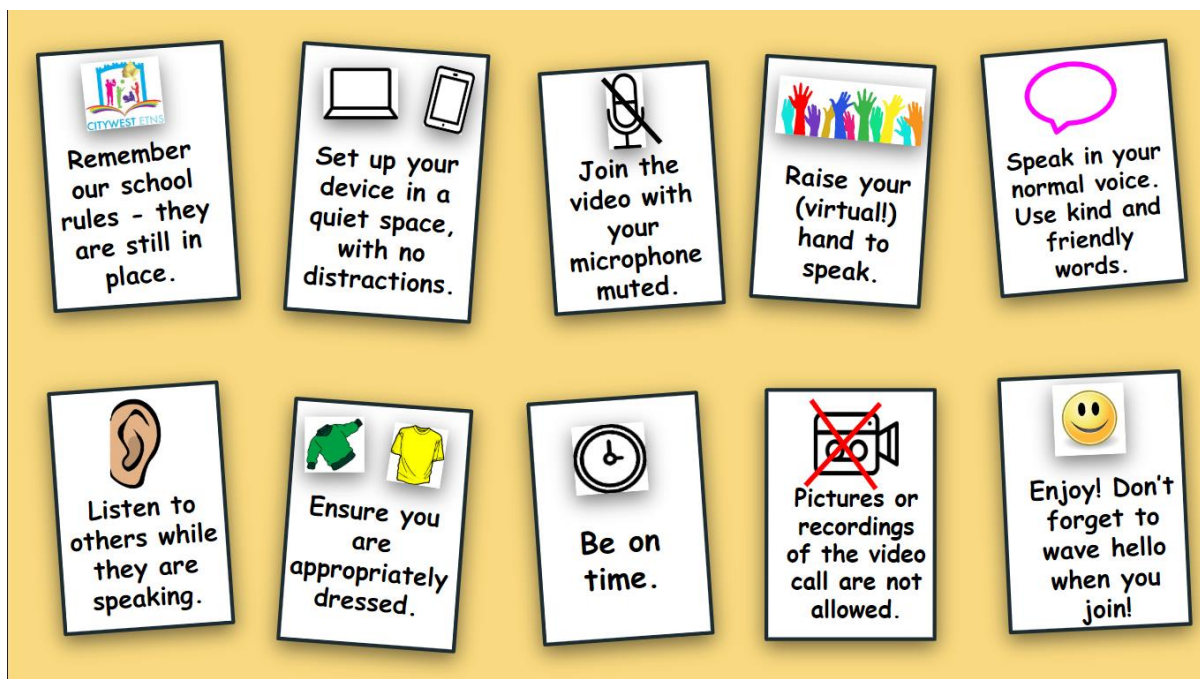**Guidelines for parents and guardians:**

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Remember our school rules - they are still in place.

Set up your device in a quiet space, with no distractions.

Join the video with your microphone muted.

Raise your (virtual!) hand to speak.

Speak in your normal voice. Use kind and friendly words.

Listen to others while they are speaking.

Ensure you are appropriately dressed.

Be on time.

Pictures or recordings of the video call are not allowed.

Enjoy! Don't forget to wave hello when you join!

Sanctions

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. 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.

This policy was adopted by the Board of Management on

Signed: _____   Signed: _____
Chairperson of Board of Management   Secretary/Principal

Date: _____   Date: _____

Date of next review: _____

Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.
- I will not change the passwords on any of the school's computers or laptops.
- I will shut down all laptops and computers properly after use.

Signed: _____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

(For Junior and Senior Infant children – only the parents need to sign)

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for
_____
(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

                 Parents/Legal Guardians

Date: _____

■ ■

School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

                 Parents/Legal Guardians

Date: _____

Dear Parents,

Photographic Images of Children – Consent Form

This letter explains why we need to ask you for your consent to any photographs of your child being taken while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride. We believe they can enhance self-esteem for children and young people as well as their families and so are to be welcomed.

In an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding concern about filming school events, we believe you should understand the risks and weigh the chances of a child being identified by a photograph in the local press or on a web site and as a result being targeted for abuse.

We take the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph and protecting the full name and contact details of children, the practice of photography for school events by families and the media should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The broad rule of thumb for schools is: "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press, however, like to reflect the local community by naming children who appear and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families there may be reasons why a child's identification is a matter of particular anxiety and if you have special circumstances either now or at any time in the future which would affect or change your consent on this issue, you need to let your child's teacher know.

Please complete the form attached and return to the school office as soon as possible.

Yours sincerely,

Claire Hynes,

School Principal.

CONSENT FORM – USING IMAGES OF CHILDREN

Name of Child:

Occasionally, we may take photographs of the children. We may use these images in our publicity, for example in the school's prospectus or in other printed publications, as well as on our website. We may also make video recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes. To comply with the Data Protection Act 1998 and 2003, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.

Please circle YES or NO as appropriate

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?

 Yes / No

2. May we use your child's image (unidentified) on our website?

Yes / No

 3. May we record your child's image (unidentified) on video?

 Yes / No

4. Do you consent to your child being photographed or filmed in press events agreed by the school?

 Yes / No

5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name.)

 Yes / No

Signed: ……………………………………………………………… Date: …………………

Name: …………………………………………………………………

 (Parent)

 Please note that websites can be viewed throughout the world and not just in Ireland.

Unidentified above means we will only use the first name. Please also note that the conditions for use of these photographs are on the back of this form.

Conditions of School Use

It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations". We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only. I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 and 2003 if we used our recordings for any wider purpose.
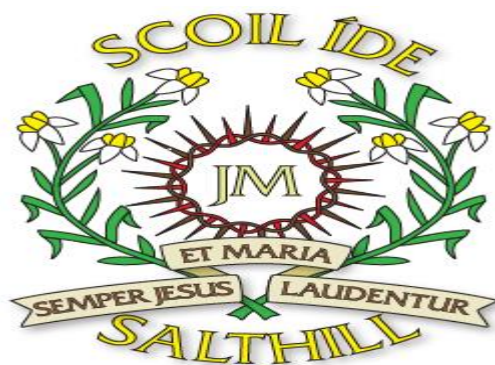
Parent/Guardian Consent Form

Publications of Information by Scoil Íde, Salthill

Student: _____

Class: _____

Periodically, we will have opportunities to publish events, programmes and activities that may include pictures of your child on the Scoil Íde Facebook page. Also, we may from time to time wish to publish special artwork that your child may create either manually or on the computer, on the Scoil Íde Facebook page.

Please read and acknowledge that you approve of the schools use of this information by signing the following:

I hereby give permission to the publication of the above-mentioned student's photographic image and/or artwork on the Scoil Íde Facebook page(s).

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____Date: _____

If you **do NOT** wish your student's image and artwork to be used in this manner, please sign below:

I do not approve that my student's image and/or artwork be used as indicated above.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature_____ Date: _____