



Internet Acceptable Usage Policy

This policy was revised following teacher experience during the academic year of 2019-2020. The aim of this Acceptable Use Policy (AUP) is to

1. Ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.
2. Consider the options available for online and blended learning during a prolonged period of school closures.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Scoil Diarmada 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

Sanctions

If a pupil deliberately misuses the internet or email, or any school resource such as unacceptable use of school Ipads in a way that is defamatory to peers or staff this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet

1. Internet and school Ipads, laptops and desktops will be used for educational purposes only.
2. Internet sessions will always be supervised by a teacher.

3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school can monitor pupils' internet usage, which can include using history records on devices.
6. Pupils will receive training in the area of internet safety.
7. Pupils will be taught to evaluate the content of internet sites.
8. Teachers will be made aware of internet safety issues.
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of external storage devices or CD-ROMS, USB sticks and use of cameras on the iPads in school requires a teacher's permission.
12. 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.
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to set up a school email account, the following rules will apply:

1. Email will be used for educational purposes only e.g. submission of homework
2. Students will only use approved class email accounts under supervision by or permission from a teacher while in school. Parents will assume this role should blended learning be in place.
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 text 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/ Social Media

Students are not permitted to use internet chat rooms or social networking sites while in school.

School Website

Designated teachers 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 rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website through Animoto or similar apps.
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

Scoil Diarmada will undertake an education programme to educate children on the safe, responsible use of the Internet.

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

'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.

Scoil Diarmada has filtering software via PDST. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

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

Online Homework

It is the responsibility of the parent/ guardian to supervise their own child when accessing any content on the internet if online homework/schoolwork is assigned. Please refer to www.webwise.ie for further guidance and information.

Aladdin

Our school uses Aladdin Connect and relevant features to communicate with parents. In the academic year 2019-2020 Aladdin was used as a way to upload homework from parents to school on behalf of their children. In the context of other potential school closures due to weather etc, children may be sent work via Aladdin.

Online Learning from Home

If learning is taking place at home, parents are responsible for ensuring good behaviour online. Our school uses various online learning platforms including but not limited to Google Classroom, See-Saw, Zoom, Microsoft programmes, etc. On these learning platforms the children are expected to behave and dress appropriately. The Code of Behaviour applies in these learning environments. Any breach of the expected behaviours of our school will be dealt with in line with the Code of Behaviour up to and including suspension and/ or expulsion be it negative behaviours towards peers or staff.

Scroll down for the following:

- Letter to Parents
- Responsible Internet Use Pupil Undertaking Form
- Internet Permission Form
- School Website Permission Form
- Guidelines for using Zoom / Other online learning classrooms

Letter to Parents

Insert Date

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason, we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents/guardians should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

Principal

Responsible Internet Use Pupil Undertaking

We use the School computers, iPads 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 e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail 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, browsing history and may monitor the sites I visit.

- I will not share screencasts/ audio/ written work that is published by teachers. I will not manipulate or alter any work sent to me by the class teacher or any member of the school community.
- 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.

Signed:

_____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

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 (No names will be used to identify the children)

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Guidelines for using Zoom / Other online classrooms.

Dear Parents and Guardians

Below please find the safety measures that will be in place for our Zoom meeting.

1. Class teacher will act as host for the meeting.
2. Class teacher will turn on security features such as waiting room, and chat feature.
3. A waiting room will be in operation and the children will only be allowed to enter once the teacher has identified who the children are.
4. This meeting will be a locked and private meeting with a specific educational purpose.
5. All children are asked to mute their mics before they enter the room.
6. Please make sure that the background behind the child is appropriate
7. Teacher will be the last person to leave the meeting.
8. The meeting will last 40 minutes.
9. It is assumed that you give consent to the children to partake in the zoom meeting by allowing them to join the meeting.
10. The normal class rules will apply to the class meeting.
11. Any child who is not engaging appropriately in the Zoom meeting will be removed by the host with immediate effect.
12. The session will not be recorded or shared by the class teacher.
13. The digital age of consent in Ireland is 16. Children do not have to have an account to join the meeting however, they will need your assistance and permission to access the meeting through meeting ID and password.
14. I will not record any meeting on a phone or any other digital device

Please fill in the permission slip on Aladdin to give your consent for your child to attend the Zoom meeting as scheduled by your child's class teacher. If you are in anyway concerned about this meeting please contact the class teacher. Also please do not feel under pressure to join the meeting as this is an optional activity with class teacher taking every reasonable precaution to ensure it is a safe learning experience for children.

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the above Guidelines of the Class Zoom meeting and I grant permission for my son or daughter or the child in my care to access the Zoom meeting as organised by the class teacher. I understand that this Zoom meeting 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 inappropriate materials