Internet Acceptable Use Policy

Aim

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. *Boolavogue National School* will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. Boolavogue N.S. also encourages the pupils to view Internet and other computer use as both an additional learning tool and recreational activity where appropriate. This policy was updated in **October 2020** to include procedures around the safe and acceptable use of digital technology for distance learning during an enforced school closure due to the Covid-19 pandemic.

How we promote Safe Internet Usage

Boolavogue NS will employ several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. Boolavogue N.S. uses the current broadband provider Viatel. The school avails of the PDST/Technology in Education filtering service, Children's Firewall. The PDST provide the cisco router (small navy box on the shelf). Currently Level 4 – allowing access to YouTube.

Children using the internet will be working in the classroom, during lesson time and will be closely monitored by an adult (usually the class teacher). The school can regularly monitor pupils' Internet usage by checking records of sites visited under the 'HISTORY' option. 'HISTORY' will be set to the longest time frame possible (99 days). Staff will regularly check compliance with the school's Internet AUP.

Pupils will generally be given specific tasks to perform, using web addresses pre-approved by teachers. Children will not be given opportunities for 'Free surfing' unless an adult is supervising. Where searches are necessary, these will be performed using a search engine or website such as Google, Google Chrome, Kidrex or 'Scoilnet'.
The use of personal 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.

All parents will be asked to read the school's AUP carefully and sign the Internet Use Permission Form (see appendix 1) in line with enrolment procedures to Boolavogue National School.

National Schools Broadband Service

Boolavogue N.S. uses the current broadband provider Viatel. The school avails of the PDST/Technology in Education filtering service, Children's Firewall. The PDST provide the

cisco router (small navy box on the shelf). Currently Level 4 – allowing access to YouTube. This automatically filters what we can see when we use the Internet, blocking sites and content considered inappropriate. It also features the provision of the following centrally hosted services to further enhance Internet safety and security:

- Secure email and other educational applications. Content filtering will block inappropriate email or web content.
- Online security services including firewall (prevents unauthorised access by outsiders to the school network), anti-virus software (programs or codes which can 'infect' a computer when attached to downloaded material) and spam (unsolicited emails) management.

Email

Teachers have a designated school email address that can be used for making direct contact with families of pupils in his/her class. This correspondence will be made using the parent's email address which they provided to the school and is stored on Aladdin. Senior pupils who may wish to set up their own email address to submit work or make contact with his/her teacher must only do so with written parental consent. A copy of this will be forwarded to the Principal and retained as part of school data protection records.

What happens if a pupil is exposed to offensive or upsetting material?

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels.

Responsibility for handling incidents involving children will be taken by the pupil's class teacher in consultation with the Principal.

All the teaching staff will be made aware of the incident at a staff meeting if appropriate.

If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue. If staff or pupils discover unsuitable sites the Principal/IT co-ordinator will be informed. The Principal/IT co-ordinator will report the URL (address) and content to the Internet Service Provider and watchdogs such as www.hotline.ie.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the school Code of Behaviour.

Sanctions

If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught, or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then the following sanctions may be applied 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.

See Anti- Bullying Policy, Data Protection Policy and ICT policy.

Legislation:

The school AUP complies with the following legislation relating to use of the Internet:

- EU General Data Protection Regulations 2018,
- Anti-Bullying Guidelines for Primary schools 2013,
- Data Protection (Amendment) Act 2003,
- Child Trafficking and Pornography Act 1998,
- Interception Act 1993,
- Video Recordings Act 1989,
- The Data Protection Act 1988.

These documents are available from http://www.ncte.ie/InternetSafety/Advice/Legislation/

Support Structures:

Parents can report websites/ organisations that deal with illegal material or harmful use of the Internet to www.hotline.ie. Further information regarding Internet Safety is available from:

- http://www.ncte.ie/InternetSafety/Publications/, www.saft.ie and www.webwise.ie and
- www.makeITsecure.ie.

School website and Twitter page

Boolavogue National *School's website* http://boolavoguens.ie/ and *Twitter page* @Boolavogue_NS will be kept updated regularly with current information regarding events and ongoing work by pupils in the school. It will also be used as a tool for informing and involving parents in their child's education.

Acknowledging Parents' Concerns

When considered useful and beneficial, the school or the Parent's Association may run information evenings addressing safe internet and mobile phone usage. Parents may have concerns about pupil photographs being published on school websites or the internet. We take these concerns very seriously particularly in relation to the content of our website.

We are aware that there is an argument against publishing a pupil's work or photograph on the Internet at all. However, we balance against this the belief that friends and relatives and the pupils themselves take great pleasure in seeing their work acknowledged in this way and in seeing themselves in a group photograph on the web.

A school website which contains only reports and policies is bland and of little interest to our own pupils or pupils and parents in the wider community. We believe that the risks to pupils can be minimised by teachers adhering to the following guidelines.

Guidelines for Developing and Maintaining the School Web Site and Twitter Page

The school will obtain parental permission for publishing pupil's work and/or photograph on the web. This permission will remain valid for the duration of a pupil's enrolment in the school unless such permission is withdrawn in writing by a parent or guardian.

Only information that is relevant to the content of the web page will be published - additional or superfluous information will not be published.

Personal pupil information including name, home address and contact details will be omitted.

Staff will be identified by their title and surname unless they request otherwise.

Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

The publication of student work will be co-ordinated by a teacher.

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the B.N.S website, B.N.S Twitter page, IXL, Spelling city, Seesaw portfolios and other online platforms.

Distance Learning/ Online homework/ Online assemblies

In circumstances where teaching and/ homework and/ whole-school assemblies cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Webex, SeeSaw, or other platforms approved by the principal as "Online Teaching and Learning Platforms" to assist with remote teaching where necessary. A variety of other online platforms are also used regularly in teaching and learning including Topmarks, Scoilnet, Spelling City, IXL and other platforms approved for primary school pupils.

The individual teacher using the online platform has signed up to the terms of service of the online platforms on behalf of the school and has enabled the most up to date security and privacy features which these online platforms provide.

In the case where Seesaw, Zoom, Webex, Google Classroom and Google Meet are used parents/guardians must grant access to their child by emailing consent to class teachers.

Parents/guardians will be provided with the passwords/codes and will be expected to monitor their child's use of the online platforms and learning websites.

Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platforms. Teacher approved links to some YouTube videos that are deemed useful to explain or compliment work set may also be used as part of teaching and learning.

From September 2020, staff may also use Zoom as a platform to carry out online whole-school assemblies on site, in line with social distance guidelines.

Covid 19 Closure – Distance learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use online platforms approved by the principal to assist with remote teaching where necessary.

The following arrangements were added to this policy as a result of the transition to distance learning/digital support of our pupils during the Covid-19 closure, March 2020.

Email:
Staff communication will be conducted through email, phone call and where appropriate, WhatsApp.

Email communication with parents will also be included to support both educational and pastoral concerns/worries. This may be followed up, or indeed preceded by a phone call. Email communication with students will be done with the approval of parents and conducted in a professional manner.

Seesaw:
Seesaw is a secure online journal where students can document and reflect on what they are learning in class and at home. See *Appendix 3: GDPR SEESAW PARENTS' CONSENT LETTER*

Aladdin:
Updates and regular communication with the parents are issued through Aladdin, via text and email.

Zoom: See *Appendix 2: Parental Consent to Use Zoom for Distance Learning*. Zoom will be used for staff meetings, whole school assemblies and class assemblies. The following procedures will apply to the use of Zoom:

- Meetings must have a password.
- All Zoom meetings/assemblies are recorded for the purpose of safeguarding and protection of all (recorded videos are held by host teacher and will be deleted after a period of 30 days)
- Use a waiting room - means you can see who is trying to gain access and stop people you don't know accessing it.
- Disable: Screen sharing (except for host), annotations, whiteboard, chat, file sharing
- Code of Behaviour applies in all online communication
- Two teachers, and in some cases one SNA, will attend the same class assembly.
- Pupils will be muted when entering the 'room'.
- If pupils would like to speak and share something brief with everyone, parents are asked to send an email to the class teacher, briefly outlining what their child would

like to talk about, the day before the assembly. The class teacher will then invite pupils to speak about that topic only at the assembly.
- No staff or pupils will use the chat feature for the duration of the assembly.
- Screenshots/photos/videos of the video call are prohibited.
- In the unlikely scenario, the school holds no responsibility for pop ups on the screen or for anything which may be deemed inappropriate and out of the school's control.
- Pupils and parents/guardians will access to the meetings on Zoom via the parents/guardians email address which the parent has previously submitted to the school.
- Parents/guardians must also agree to monitor their child's participation in any such meetings conducted on Zoom.

Roles and Responsibilities

It is the overall responsibility of the entire school staff with the support of parents to ensure that these guidelines are implemented within the school environment.

Review

It is envisaged that this AUP will be revised annually or as the need arises.

Communication

When ratified by Board of Management, this policy will be communicated to all parents who have pupils enrolled at Boolavogue N.S. Thereafter it will be issued to parents of new entrants into all classes within the school.

Ratification

This policy was ratified by the Board of Management on 15th October 2020.

Signed: _Rev. Morga Mc Walk_ (Chairperson of B.O.M)

Aoife Bennett (Principal)

Appendix 1: INTERNET USE PERMISSION FORM

Before signing, the school's AUP should be read carefully to indicate that the conditions of use are accepted and understood.

Name of Pupil: _____

Class:_____

Pupil:

I agree to follow the school's AUP 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 AUP and grant permission for my son or daughter to access the Internet. I understand that Internet access is designed 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.

Signature: _____   Date: _____

School Website and school Twitter Page:

In relation to the school website and Twitter Page, I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website and school's Twitter Page. I understand and accept the terms of the AUP relating to publishing children's work on the school website and Twitter Page.

Signature: _____   Date: _____

Appendix 2: Parental Consent to Use Zoom for Distance Learning

Boolavogue National School will be encouraging participation by students in Zoom video conferencing meetings/assemblies with school staff and other pupils.

Return of email with the following information will be taken as approval and parental consent to participate in Zoom.

Please copy and paste the below paragraph into and email and fill in the appropriate details. Please use '*Parental Consent to Use Zoom for Distance Learning*' in the subject line.

Please email consent to the class teacher email from which the weekly work is issued. *(In the case of siblings, one email to one teacher with all children listed is sufficient)*

I _____ (parent/guardian) grant permission for my child/children

_____ (children's names) to be allowed to participate in a

Zoom video meeting with staff and pupils of Boolavogue National School. I understand that

these meetings/assemblies may be class or whole school based. I also understand and agree

with the updated information and procedures outlined in the Acceptable Use Policy.

Appendix 3: GDPR SEESAW PARENTS' CONSENT LETTER

Dear Parents/ Guardians,

I am delighted to share with you that this school year our class will be using Seesaw (http://seesaw.me), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: https://web.seesaw.me/privacy.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

I hope that your child will enjoy using Seesaw to document and share their learning this year at Boolavogue NS.

Kind Regards,

Michelle Coleman

Michelle Coleman

To give consent, please reply to this email; copy and paste the following details:

———————————————————————————————————————

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Name: _____