

## St. Kevin's G.N.S.

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### **St. Kevin's G.N.S.**

#### **Acceptable Usage Policy (AUP)**

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.

St. Kevin's G.N.S. 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, 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 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 will regularly monitor pupils' internet usage
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. 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
12. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **Email/Microsoft 365**

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 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**

Students are not permitted to use internet chat rooms.

### **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
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.

## **Twitter**

The purpose of having a school Twitter account is to provide:

- Communication with parents regarding specific events and activities
- Communication with new or prospective parents
- Communication with wider audience re positive advertisement of school
- Communication with wider audience of school life via photos of pupils' projects, notice boards etc.
- Communication with other schools and accounts with similar educational interests

### Acceptable Use of Twitter

1. Except for exceptional cases (i.e. individual student achievement), there are no full name references to students on Twitter without prior and specific parental permission
2. Pupils' full names will not be published beside their photograph
3. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
4. Designated school teachers choose and modify all Twitter followers and all are for the intended educational purpose.
5. Retweets are not necessarily the views of St. Kevin's G.N.S., but are discussed and distributed for educational and conversational purposes
6. School and individual class Twitter pages will reply to tweets directed at the school once it is deemed appropriate by teachers to do so.
7. School and individual class Twitter pages will not follow or reply to students of St. Kevin's G.N.S. on Twitter
8. The staff and teachers of St. Kevin's G.N.S. commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on the school and individual class Twitter pages, and in directed tweets to school accounts

## **Education**

St. Kevin's G.N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.

21<sup>st</sup> 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**

- Revised Stay Safe Programme
- Webwise
- MySelfie
- Weaving Wellbeing
- NCTE Internet Safety Awareness Video
- Participation in 'Internet Safety Day'

## **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.

St. Kevin's is compliant with NCTE filtering. 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 10 has a built-in firewall.

## **Distance Learning Amendment (January 2021)**

### **Guidelines for positive online communication in St. Kevin's G.N.S.**

Classes in St. Kevin's G.N.S. will be using Microsoft Teams for class conferences for the duration of school closures in the school year 2020/21. In

order for our pupils to gain the most from these conferences and to ensure their safety and the safety of school staff, we ask that our students and families adhere to the following rules of conduct.

### **General Guidelines for Distance Learning**

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 (e.g. Microsoft Teams, Seesaw, Class Dojo).
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 (Microsoft Teams, Aladdin Connect, Seesaw)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video 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. St. Kevin's G.N.S. 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.

### **Code of Conduct for Pupils for Video Conferences**

1. **The video call room is a classroom.** The Code of Behaviour, Acceptable Use Policy and Classroom Rules apply to this virtual classroom.
2. **A parent/guardian should be in the vicinity during class conferences.** Where possible, an adult should be in the room for

students in Junior Infants to 2<sup>nd</sup> Class, to assist them technically with the class conference.

3. **Meeting Link:** The link for entry to the video conference should never be shared with anyone.
4. **Be yourself:** Enter your name (Or a parent/guardian's name) to enter the class conference. Unknown names or nicknames will not be admitted to meetings
5. **Mute your microphone:** Please ensure your microphone is muted unless you wish to/are asked to speak. You can use the 'Raise Hand' feature if you would like to speak.
6. **Be prepared:** Have all the materials and work you need for your conference ready before the call begins.
7. **Be respectful:** Show respect to your classmates and school staff at all times, in your words, and in your behaviour. Remember you are on camera.
8. **Dress appropriately:** Regular clothes (No pyjamas/dressing gowns). Think of it as school, on a non-uniform day.
9. **No phones:** As per the Code of Behaviour, the use of mobile phones is not permitted during school hours and should not be used or visible in class conferences(Unless used as the video conference device). *Please see point 12.*
10. **Remove distractions:** The class conference should have your full attention for the duration of the call. If possible, find a quiet place In your home, away from noise and movement. Remove any distractions from your workspace.
11. **Chat box:** The chat box in Microsoft Teams is for school-related topics, to ask questions or to comment positively on your classmates' work. Your teacher will tell you when you can and cannot use this feature. Each comment is seen by teachers and principal.
12. **For reasons of child protection, under no circumstances are students permitted to take a photo, or video any part of the class conference. This will be seen as a serious breach of our school's Code of Behaviour and Acceptable Use Policy.**

Failure to follow any of these rules may result in you being dismissed from the class conference **and a parent/guardian may be contacted.**

### **Guidelines for Parents/Guardians**

1. A parent/guardian should be in the vicinity during class conferences. Where possible, an adult should be in the room for students in Junior

Infants to 2<sup>nd</sup> Class, to assist them technically with the class conference.

**2. Under no circumstance can pictures or recordings be taken of video calls.**

3. Please ensure the school has the correct contact information for you on Aladdin Connect.
4. The main purpose of the video conferences is to maintain a social connection among the school staff and pupil, while also providing teaching and learning opportunities for pupils in the core subject areas. Please Encourage pupils to listen and enjoy the experience.
5. You will automatically enter 'the lobby' when the link for Microsoft Teams is clicked. Please note that school staff will only accept users into video call if you can be identified by the display name.
6. Please ensure that your child is on time for a video conference.
7. Make sure to familiarise your child with the software in advance (Microsoft Teams, Seesaw etc.). For video in particular, show them how to mute/unmute and turn the camera on/off.

**Guidelines for Staff Members**

1. Staff are not permitted to take a photo, or video any part of a class video conference where pupils' names and images are visible.
2. Staff members will communicate with pupils and families during the hours of 8:50am – 3:00pm, 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 will check that parent/guardian consent has been given, before setting up a pupil profile for an online app (i.e. Seesaw, Microsoft Teams etc.)
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff members will notify parents/guardians of the date, time and a link for a video call via email or Aladdin Connect
8. Staff members will only admit participants to video conferences, if they recognise the name or email address/username as being connected to a pupil.

**Guidelines for submitting learning online:**

- The homework feature on Aladdin Connect will be used for submitting pupil work.

- We ask that a selection of classwork is uploaded regularly to the platform for each child, where possible.
- Pupils should have an adult look over their work before sending it on Aladdin.
- Ensure your photos are clear if possible.



## **Sample 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/Guardians must also set and convey standards of usage to their children.

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

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

Mise le meas,

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Principal

## **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 only use and access apps or websites that the teacher has assigned.
- I will not use device cameras or voice recording without permission.
- I will not use Google and Google Images without permission.
- I will not use YouTube or watch videos without permission
- I will only use a laptop or device when there is a teacher in the room
- I understand that devices and laptops are educational tools and should be used in that capacity only.
- 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 my school email for personal reasons
- I will only use my school 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 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 school devices and my parents will be informed.

**Signed:**

\_\_\_\_\_ Pupi  
l(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.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_

Ratified at BoM meeting on \_\_\_\_\_