

# SCOIL SAN EOIN ACCEPTABLE USE POLICY (ACCESS TO THE INTERNET)



## AIM

The aim of the Acceptable Use Policy (AUP) is to ensure that Scoil San Eoin pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP will be imposed.

## SCHOOL STRATEGY

The internet and digital media can help our pupils learn, create and communicate in many ways. Digital Literacy skills are key life skills for children and young people today. They need to be 'media savvy and aware', know how to effectively search for and evaluate online content, know how to protect personal information and reputation, know how to respect copyright and intellectual property and know where to get help if a problem arises. The Internet is a valuable teaching and learning tool and it can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

### GENERAL

- Internet sessions will always be supervised by a teacher.
- Filtering software, such as the Schools Broadband Programme, will be used in order to minimise the risk of exposure to appropriate material
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or 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.
- It is important that parents/guardians are aware of our Anti Bullying Policy in relation to social media:  
**Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's Code of Behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people may be regarded as bullying behaviour and will be dealt with appropriately. The class teacher will use their discretion and may alert the parents/guardians.**

## **WORLD WIDE WEB**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student should immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- Students will use the internet for educational purposes only.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **• IPADS**

- Students should not leave their iPad unattended when in use.
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teacher's direction.
- Identity theft is in direct breach of the school's AUP
- Ipads must be handled with care at all times and any damage to the device must be reported to the teacher immediately.

## **EMAIL**

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
- Students are not allowed to access their own or family members email account in school.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

## **INTERNET CHAT**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.
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## **SCHOOL WEBSITE**

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- Any new or changed content will be checked before being uploaded onto website by one or more of the following people: Teacher, Principal, Secretary,
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal staff and pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## **PERSONAL DEVICES**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still of moving, is in direct breach of the school's acceptable use policy.

## **Staff**

- The internet is available for professional use only. Personal use of the internet should not occur during class time.
- Staff should avoid using their own personal devices for digital purposes and should use the class camera/phone for recording and uploading of images and videos to the school website or school online platforms.
- Staff should use their school email and the school phone to communicate with parents.

## **DISTANCE/REMOTE LEARNING**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Meet, Zoom, SeeSaw or other platforms approved by the Principal as platforms to assist with remote teaching where necessary.
- 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 Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform.
- In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.
- In the case of Zoom, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc. (where needed)
- Parents/Guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.
- Parents/Guardians must agree to ensure their child's behaviour adheres to the Scoil San Eoin Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology, Communications Policy and other relevant policies.
- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.
- Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
- Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

## LEGISLATION

On request Scoil San Eoin will provide information on the following legislation relating to use of the internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- **Data Protection Act 2018**
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data protection Act 1988

## SUPPORT STRUCTURES

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- Parents will be furnished with information and advice regarding internet safety in the home when it is received by the school.
- The school will celebrate Internet Safety Day and incorporate lessons on Internet Safety into the curriculum through SPHE.
- Parents will be alerted of upcoming meetings or talks on Internet Safety etc available to them where applicable.

## SANCTIONS

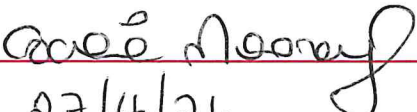
Misuse of the internet may result in disciplinary action, a possible red card from our Traffic Light System, in accordance with the school's discipline policy. **Sanctions may also include a yellow card, withdrawal of access and privileges and in extreme cases, suspension or expulsion.** The school also reserves the right to report any illegal activities to the appropriate authorities.

**REVIEW**


This policy was reviewed in February 2021 and will be updated in line with department guidelines

**RATIFICATION**

This policy was ratified by the BOM on 27<sup>th</sup> April 2021.

Signed   
Dated 27/4/21

(Chairperson)

Signed   
Dated 27/4/21

(Principal)



## **Guidelines for good online communication in Scoil San Eoin, Redcross, Co. Wicklow**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via Aladdin, See Saw or email.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, email, Aladdin)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. 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 or through SeeSaw. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil San Eoin cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. 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.





### 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, especially 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!



### 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.***