



## Internet Acceptable Usage Policy

**A.U.P.: January 2020**

### **Aim**

The aim of this Acceptable Use Policy is

- to ensure that 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. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the school's *Code of Good Behaviour Policy* – will be imposed.

### **School's strategy**

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 and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school staff will monitor pupils' internet usage by checking user files, temporary internet files and history files.
- Pupils and teachers will be provided with training in the area of internet safety.
- Parents can avail of internet safety talks that may be organised occasionally.
- 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 USB keys or any digital storage media in school requires a teacher's permission.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie) teaching materials.
- In accordance with our Digital Learning Plan 2020, we have introduced Symbaloo (social media site) as our home page on our bank of laptops so pupils can access a bank of teacher approved websites.
- If permission has been received, newspapers may take photographs of pupils in groups.

### **World Wide Web**

- Pupils will use the internet for educational purposes only.
- Pupils will not visit internet sites that contain unsuitable or inappropriate materials.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information – pupils from 3<sup>rd</sup> to 6<sup>th</sup> class will be aware of the SMART rules (see Appendix 1).



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- Pupils 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.

### **Personal Devices**

- Mobile phones are switched off when at school. Mobile phones are given to class teacher in the morning and collected before leaving school.
- To preserve the privacy of all pupils and staff, and as the school cannot accept responsibility for damage, electronic devices (*i.e. Apple watches/ VTech watches/ other communication devices, other than phones*) with photo/ video/ game/ text or other communicative capability are not permitted at school.

### **Email**

- Pupils may use an approved school gmail address (eg.pupilname.student@belgoolyns.ie) under supervision by or permission from a teacher (who will retain password/ access details).
- Pupils will not send or receive any material that is unsuitable or inappropriate.
- Pupils will not reveal their own or other people's personal details, such as addresses/ telephone numbers/pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher at all times.

### **School Website ([www.belgoolyns.ie](http://www.belgoolyns.ie))**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- Teachers will co-ordinate the publication of student work.
- Pupils' work will appear in an educational context on web pages with a copyright notice (at bottom of page) prohibiting the copying of such work without written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities rather than photographs of individual pupils.
- Digital photographs, audio or video clips of pupils will be published on the school website in an educational context only.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published.
- The Data Protection Act 2018 is to be followed.

### **Social Media**

The safety of our pupils on the web is of utmost importance so we would ask parents to be aware of the following:

- Many social media sites have minimum age requirements, it is not advisable for pupils to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.



## Scoil Mhuire na nGrást, Béal Guala

- Social media sites may be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- “Tagging” photographs or any other content on any social media app which would identify any pupils or staff in the school requires permission from that child’s parents or the individual in question.eg. Facebook/ Whats App etc.
- Please ensure that online messages and comments to and about the school are respectful.
- Avoid any negative conversations about the school, pupils, staff or parents on accounts. If there is an issue, please refer to the complaints procedure.

### Support Structures

- Teachers will give instruction to pupils on appropriate use of the internet and how to use it safely. We use the services of the NCTE and [www.webwise.ie](http://www.webwise.ie) and advise parents to read the information on internet safety on this website. Advice about internet safety is also published on our school website [www.belgoolyns.ie](http://www.belgoolyns.ie).
- The school also provides occasional talks from professionals (Gardai / Internet safety companies) on internet safety for pupils in 4th, 5th and 6th classes and for parents of our pupils.

### Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use online learning platforms like Seesaw, Zoom, Google classroom, Aladdin, Padlet or other online platforms, decided upon and approved by the school, to assist with remote teaching, where necessary.
- The school has signed up to the terms of service of the online platforms used by the school.
- The school has enabled the most up-to-date privacy and security features which these platforms provide.
- Parents have already been invited to sign up to the use of the Aladdin Connect platform.
- Parents have already been provided with an access code to the Seesaw app for their child/ren, and must monitor its use by their child/ren.
- In the case of Zoom meetings, the link will be sent to the email address provided by the parent on the Aladdin platform.
- In the case of Google classroom, it is required for parents to agree to their child using a school gmail address (eg. [pupilname.student@belgoolyns.ie](mailto:pupilname.student@belgoolyns.ie)) and to agree to monitor its use. Parents/guardians will be provided with the password.
- In the case of “live” calls or teaching sessions with pupils it is envisaged that two staff members will be hosting these, with the pupil’s parent being present at least at the beginning and conclusion of the call.
- Special education teachers and special needs assistants may place individual calls or video-chats but only if the pupil’s parent is present during the entire duration of the call.
- See the guidelines below on “Virtual Meeting Etiquette”, which all pupils will be expected to follow (Appendix 4).



## Scoil Mhuire na nGrást, Béal Guala

- Parents are expected to monitor their child's distance learning platform usage and, in this regard, to support the school in relation to observing the terms of use and the related guidelines as outlined in the Scoil Mhuire na nGrást 'Internet Acceptable Usage Policy'.
- The school acknowledges that parents have already been invited to consent to use of the Seesaw platform (See Appendix 2).
- Under EU law regarding GDPR, in order for a pupil to use online platforms, the school requires parental consent (See Appendix 3). This may be facilitated via the 'Permissions' facility on Aladdin Connect, or, alternatively, by parents completing Appendix 3 and emailing it to their eldest child's class teacher's designated work gmail account.

### **Review**

This A.U.P. was first developed by our e-learning team in 2011 and reviewed in 2013. It was then been updated by members of our ICT co-ordinating team and approved by the B.o.M. on Tuesday, 07<sup>th</sup> January 2014.

This A.U.P. has been fully reviewed and updated by our Digital Learning Team in January 2020. It was revised to take account of new technologies. This updated policy was approved by the B.o.M on Tuesday, 04<sup>th</sup> February 2020.

This policy was updated in May 2020 due to changing circumstances regarding distance teaching and learning. It was approved by the Board of Management on Tuesday, 12 May 2020.

We will undertake a review during the school year 2023/24.

Seán Scully

Mr. Seán Scully

Date: 12/05/2020

Chairperson, B.o.M.

Appendix 1 – SMART Rules

Appendix 2 – Seesaw consent form

Appendix 3 – Distance learning consent form

Appendix 4 – Virtual Meeting Etiquette

**Be smart on the internet**

**S SAFE** Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password. 

**M MEETING** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time. 

**A ACCEPTING** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages! 

**R RELIABLE** Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows. 

**T TELL** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online. You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) 

**www.kidsmart.org.uk** 

**KidSMART** Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world. 

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[www.Childnet.com](http://www.Childnet.com)

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Appendix 2

Scoil Mhuire na nGrást,  
Béal Guala,  
Co. Chorcaí.



Principal: Diarmuid Hennessy  
Deputy Principal: Catherine Murphy

Belgooly Central School,  
Belgooly, Co. Cork.  
Roll No:19672H

Telephone: 021 4770712  
Email: [belgoolyns@gmail.com](mailto:belgoolyns@gmail.com)  
Website: [www.belgoolyns.ie](http://www.belgoolyns.ie)

20<sup>th</sup> April 2020

### **SeeSaw Consent form**

Dear Parents/Guardians

I am pleased 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. Your child will be able to add their work (including worksheets, drawings, voice recordings and photos of their work) to their Seesaw journal for their teacher to have a look at.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate their work with their own individual account. Seesaw only uses this information to provide this service. It doesn't advertise, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their privacy notice 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>.

Please note that in accordance with our school's child safeguarding measures, it is not permitted for your child to upload videos on this platform. Thank you.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Should you wish for your child to avail of Seesaw, please sign below and return this permission slip (via your child's class teacher's designated work email only) so that your child can use Seesaw.

**Please complete this form, scan or take a photo of it and email it to your child's class teacher's designated work gmail account only, class teacher can then send you your child's home learning text code**

I give consent for my child, listed below, to use Seesaw for school/home activities.

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

A.U.P.

Appendix 3

Scoil Mhuire na nGrást,  
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Co. Chorcaí.



Principal: Diarmuid Hennessy  
Deputy Principal: Catherine Murphy

Belgooly Central School,  
Belgooly, Co. Cork.  
Roll No:19672H

Telephone: 021 4770712  
Email: belgoolyns@gmail.com  
Website: www.belgoolyns.ie

12th May 2020

**Distance learning consent form**

Dear Parent / Guardian,

I give consent for my child/ren to use online distance learning platforms like Seesaw, Zoom, Google classroom, Aladdin, Padlet or other other online platforms approved by the School. to assist with remote teaching where necessary.

I also agree to monitor my child’s distance learning platform usage and, in this regard, to support the school in relation to observing the terms of use and the related guidelines as outlined in the Scoil Mhuire na nGrást “Internet Acceptable Usage Policy.”

Parental consent may be facilitated via the ‘Permissions’ facility on Aladdin Connect, or, alternatively, by parents completing this form, scanning or taking a photo of it and emailing it to their eldest child’s class teacher’s designated work gmail account.

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Thank you for your assistance.



A.U.P.

## Appendix 4

Scoil Mhuire na nGrást,  
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12th May 2020

### **Virtual Meeting Etiquette guidelines**

Scoil Mhuire na nGrást may use online teaching if necessary in the longer term. We ask that the following etiquette be adhered to:

#### **For parents:**

- Sign consent for your child/ren. This may be facilitated via the ‘Permissions’ facility on Aladdin Connect, or, alternatively, by parents completing Appendix 3 and emailing it to their eldest child’s class teacher’s designated work gmail account.
- Do not record, take photos or screenshots of virtual meetings.
- In the case of “live” calls or teaching sessions with pupils, where it is envisaged that two staff members will be hosting, the pupil’s parent must be present during the meeting, at least at the beginning and conclusion of the live meeting/ session/ call.
- Special education teachers and special needs assistants may place individual calls or video-chats but only if the pupil’s parent is present during the entire duration of the call.
- A pupil may be removed from a meeting if etiquette guidelines are not followed. Parents will be informed.

#### **For pupils:**

- This is a virtual classroom. Appropriate classroom behaviour is expected (eg.respectful exchanges, no food consumption during class).
- Do not record, take photos or screenshots of virtual meetings.
- Dress appropriately.
- Be aware of your surroundings – join the meeting from a quiet family room in the house.
- On entering the lesson, mute your microphone. This may be done by the host teacher. Teacher will switch on your microphone if required.
- Stay seated and present. (Do not leave or use a phone/device/Chat feature while class is going on).
- Be patient – this is new to a lot of people and will take time to get used to.