

Bunscoil Clochar Mhuire
St Mary's Primary School

Feb 21

Acceptable Usage Policy for Internet Use by Pupils

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified and this is included in our annual Consent Form signed by all parents/guardians.

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 from the NCTE is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils 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 memory sticks and other digital storage media in school, by pupils, requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.

- Pupils will use the Internet for educational purposes only during class time. All websites will be vetted by the class teacher.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils 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.
- Pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity or for security reasons.

Email / Internet Chat

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or 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.
- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

Multi-Media

With the advent of Web 2.0, the internet has become a two way communication system for the school and the wider community. Services such as Gmail, YouTube, Google Classroom, Google Meet, Zoom, ClassDojo, Seesaw, Scribd, Facebook, Wordpress, Twitter and other social media may be used by the school staff, or teachers, to communicate with parents and also for parents to communicate with the school. These services, although not owned by St Mary's Primary School pupils, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school staff and parents. Web 2.0 is open to potential dangers when used inappropriately. We wish to highlight the following:

- Many social media sites have minimum age requirements. The school will ensure that pupils under this age will not use these sites while on the school network. While the school will not monitor usage off the school network, we would advise that parents not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Social media sites may be used by teachers in class, for example, Twitter. Pupils however will not be allowed to use these sites.
- Our Facebook page is completely school controlled and managed. Access is restricted to parents of current pupils only. Sharing of posts is prohibited.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.

- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- Please do not request to “friend” a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

School Website

Please note that the following points apply to the school’s web site and social media profiles, including but not limited to Facebook, Twitter, YouTube, Scribd and Google+

- Pupils 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
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, notice boards or web blogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher.
- Pupils’ work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- Personal 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.

Remote Learning

Remote learning enables continuity of learning for pupils during unexpected school closures. Pupil engagement with remote learning can also take place when schools are fully open and functioning. Pupils can benefit from remote learning when they have opportunities to access curriculum content and homework assignments, especially during unexpected school closures and exceptional absences. The management and staff at St Mary’s are committed to ensuring that pupils receive appropriate remote learning experiences in accordance with the school’s policies and circulars issued by the DES.

The safety and well-being of the pupil population is paramount in all aspects of remote learning. To that effect, guidelines have been put in place to ensure remote learning is

undertaken by pupils in a safe and respectful manner. The guidelines are communicated to pupils and parents, and a copy of Remote Learning Policy is available for viewing on the school's website.

During remote learning, pupils will only have access to platforms, chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, i.e. Google Meet, Zoom, Class Dojo, Seesaw and Google Classroom. The uploading of videos, voice recordings, written material, imagery, commentary and all other communication to school-approved platforms by pupils must be appropriate and respectful at all times. All peer-to-peer communication must be conveyed with respect and tolerance. Pupils may only communicate with staff via the learning platform assigned to each class or group level - Seesaw or Class Dojo or Google Classroom. Pupils may under no circumstances send emails to staff - emails can only be sent to staff by parents and this can only be done via the school's dedicated email address.

Pupils are expected to uphold the same appropriate, safe and courteous conduct online that is expected offline. Staff and management at the school expect pupils to adhere to the following guidelines during school-related online engagements and school-related online face-to-face interactions (e.g. class tutorials, class discussions, assemblies and graduations):

1. Dress appropriately

Regular clothes. No PJs!

2. Be aware of your surroundings

Pick a room that is not a bedroom and does not have traffic passing through.

Be mindful of noise from other people or pets.

3. Mute your microphone when you're not talking

Join the class with your microphone muted. Only turn it on if you are asked to speak. Muting your microphone when you're not speaking gives others the ability to chime in and share their thoughts without distraction or frustration.

4. No recording, taking photographs or screen shots.

Under no circumstances may any aspect of the video call be recorded/photographed in any way. This includes recording directly using the Google Meets/Zoom record function, using an outside piece of technology, like a phone or an iPad or taking screenshots or screen recordings of a video call.

5. Leave the keyboard alone

The sound of your typing is distracting.

6. Be respectful

Teachers and pupils are real people who are affected by words you say and write.

7. Using Chat

Do not use Chat when the teacher is talking. Be respectful at all times, when using Chat. Remember that you are in a classroom, even if you are not wearing your uniform. It is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection Services.

8. No food allowed

We don't want you dropping crumbs all over your keyboard!

9. Stay seated and stay present

Do not leave the room or talk on your phone.

10. Be patient

Remote learning is not the same as in-school learning and as such a level of patience is required.

Personal Devices

Please see Digital Device Policy for further information.

Legislation/Policy

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- The Data Protection Act 1988
- Child Safeguarding Policy

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Notification to parents/guardians in most cases. The school also reserves the right to report any illegal activities to the appropriate authorities.

We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.