St. Kevin's National School, Greystones
AUP (Acceptable Use Policy) on the use of the Internet

The aim of this AUP is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe an 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. For the purposes of this policy, the protocols outlined will apply to using the internet on a variety of devices (laptop, Ipad, personal computer etc).

It is envisaged that the board of Management, Parents and Teachers will revise the AUP on a regular basis. Before signing, the AUP should be read carefully by parents or guardians to indicate that the content is accepted and understood.

School's strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- 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.
- Students and teachers will be provided with information and advice in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- 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.

Pupils' use of the Internet

- Students should not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- In the event of accidentally accessing any of the above sites, the student should immediately turn off the monitor and report the incident to a teacher or supervisor.

- Students should not spend time on non-educational matters and should use the Internet for educational purposes only.

- Students should not upload, download or otherwise transmit material that is copyrighted unless the copyright is acknowledged.

- Students should not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.

- Students should not examine, change or use another person's files, user name or passwords.

- Students should be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

- Pupils are responsible for their own good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service to minimise the risk of exposure to inappropriate material. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet.

- Youtube**:** Youtube will be used as a teacher resource. It **will not** to be used as a research tool by children. See Appendix 3 for Guidelines for staff using YouTube.

Email

- Many teachers use an individual school email address to communicate with parents. If the teachers has decided to use email as one of the modes of communication, they will send out guidelines for parents in relation to this (See Appendix 1) at the start of the school year.
- 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, defamatory or that is intended to annoy or intimidate another person.
- 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

- This is not regarded as an important use of the Internet for primary school pupils and is not permitted.

School Website

- The school website will be updated by the school staff only
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will appear in an educational context on Web pages
- 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 the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' full names in image file names or ALT tags if published on the web.

- Pupils will continue to own the copyright on any work published.

School Blog
- The school blog will be used to keeps parents etc. informed of the day to day activities of the school. Please see Appendix 2 for the Blog Comments Policy.
- The publication of student work will be co-ordinated by a teacher.

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, recording conversations, or the unauthorized taking of images with any device, still or moving is in direct breach of the school's acceptable use policy.

Assistive Technology
If a child has been approved for Assistive Technology and they take their device home and it gets damaged etc. it is the responsibility of the parents to get the device repaired/fixed at their own cost (see Policy re Home Use of School Owned Assistive Technology). They also understand that the device is the property of the school as per circular.

Interactive Whiteboards
The guidelines already outlined apply in particular to the use of the Interactive Whiteboard. In addition, it should be noted that all sites accessed by pupils and/or staff should be for educational purposes only.

If inappropriate material is displayed, either advertently or inadvertently, the "No Show" button should be used to block any image on the whiteboard.

Any breach of this protocol, whether accidental or deliberate, by student or teacher, should be reported to the school principal.

Legislation

The following legislation relates to the use of the Internet. Teachers, students and parents should familiarise themselves with:

• Data Protection (Amendment) Act 2003

• Child Trafficking and Pornography Act 1998

• Interception Act 1993

• Video Recordings Act 1989

• The Data Protection Act 1988

Sanctions
Misuse of the Internet may result in disciplinary action, 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.

Parental Agreement
Upon entry to the school, parents will be asked to sign the admissions form in relation to agreeing to abide by this Acceptable Use Policy. This will be a once off agreement signature and by signing it parents agree to abide by this policy.

Appendix 1

Communication via Email: Guidelines for Parents

- Emails will be read by teachers daily (on school premises only)
- Teachers aim to respond to queries within 3 working days (no response needed for absence notes, homework notes etc.)
- Any urgent issues – please contact school office
- Please be mindful of teachers' time (large class sizes)

Possible reasons to email teacher directly:
- Absence note
- To arrange an appointment
- Minor query / clarification
- Feedback
- Bring minor issue to teacher's attention
- Submit homework / project work / photos when requested

> **More serious issues should not be discussed via email**
> **Please arrange an appointment where needed**

Appendix 2 **<u>Blog Comments Policy</u>**

- We hope you will engage with us online by sharing your comments, responding to the work of others, or making suggestions about future activities.
- We moderate comments before they are published, and we reserve the right to edit comments before they have been published.
- We have laid out a set of guidelines for everyone commenting on stkevinsblog.ie
- We encourage all users to familiarise themselves with these guidelines to ensure that they can continue to contribute to our blog. We reserve the right to withhold without notification comments which we feel are in breach of our guidelines.
- In addition, our guidelines will be upheld on a one-strike-and-you're-out basis (see below for more details)

<u>Guidelines</u>

- ➢ Do not make personal remarks about the author of a story, about individuals mentioned in stories, or about other commenters.
- ➢ Please stay on topic and only leave comments on the post your comment relates to.
- ➢ Treat other commenters with respect.
- ➢ Try and be clear and exact with your use of language.
- ➢ Use of good grammar, spelling and punctuation are encouraged. Posting in block capitals is to be avoided.
- ➢ Don't use bad language.
- ➢ Do not make comments which are racist, sexist, homophobic, offensive on the grounds of religion, nationality or demographic group. Do not make comments which are threatening or harassing or which could be perceived as such.
- ➢ Do not post personal information or make derogatory remarks about commenters or any other individuals. Any such material will not be posted.
- ➢ Do not use comments to promote commercial products or services. However, we welcome the use of links to relevant blogs and sites.
- ➢ Any content which is libelous or could otherwise land us in legal trouble, will not be uploaded. You will not be notified if we have removed a comment.
- ➢ Please be aware before you submit a comment that you will not be offered an opportunity to edit it
- ➢ We will not enter into any discussion with users about comments which have been removed or any decision to block a user.

We want our blog to be a place where everyone can share their work, be proud and best represent the hard work taking place in St Kevin's. As we review every comment, we reserve the right to remove any we deem unacceptable without notification or explanation. Finally, we often conclude a post with a question, and encourage you to participate in our blogging experience by suggesting answers or volunteering responses. We look forward to hearing your feedback and thank you for reading this.

GUIDELINES FOR STAFF USING YOUTUBE

What is YouTube?

YouTube is a site that allows users to upload and share original videos.

The purpose of using YouTube in the classroom is to access a wide range of educational videos to enhance teaching and learning

Guidelines for teachers using Youtube

1. Staff may only access Youtube for educational and professional reasons while in school
2. Teachers must view all videos **in full and in private** before showing to pupils
3. If staff use videos directly from the Youtube website, they should use the Safety Mode button which filters search results (at the bottom of every page)
4. Only show in full screen format as the advertisements are often inappropriate
5. Whenever presenting a Powerpoint with video footage, use embedded YouTube videos
6. Staff are not allowed to upload video footage of pupils to Youtube
7. Consider copyright issues when wishing to use a video for any reason. See this article http://www.ict4lt.org/en/en_copyright.htm or http://www.youtube.com/yt/copyright/what-is-copyright.html
8. Any misuse of Youtube must be reported to the Principal

For more information please see https://www.youtube.com/t/community_guidelines
For suggestions and support in accessing Youtube videos please see
http://www.techforschools.com/handouts/youtubeineducation.pdf