

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 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Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.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/guardians and students 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** 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 teacher 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.
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- Pupils will continue to own the copyright on any work published.

School Blog

- The school blog will be used to keep 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 coordinated by a teacher.

Eportfolios (e.g Seesaw, Class Dojo etc...)

- For home learning opportunities teachers may assign work and communicate with their students and parents of their students through eportfolios or email.
- Students will use approved accounts after permission and set up in coordination with the students' parent(s)/guardian(s).
- Teachers will only approve relevant and appropriate posts on their class eportfolio.
- 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.

- The eportfolio privacy settings selected by the teacher may allow for class access to all student posts or only teacher access to all student posts.

Video Conferencing (e.g Zoom, Google Meet etc...)

- Video conferencing with parents or students may be required where safe access to the school building is not possible.
- Video conferences organised by a staff member are done so at their discretion and invitation. A video conference invitation should come from the staff member directly.
- A St Kevin's video conference will always be password protected.
- When logging in to a Zoom call, always ensure to log in with your first name. A virtual waiting room will be for each meeting and anyone logging in without a name or with a generic device name will not be admitted to the meeting by the staff member to ensure the safety of our pupils.
- When joining a class video conference, pupils should be dressed appropriately.
- Private messaging via a video conference is not permitted and will be disabled by the staff member hosting the meeting.
- Screen sharing (except for the host) will also be disabled for participants.
- Our school Code of Behaviour applies in all online communication.
- Participants should mute their microphone when not talking - 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.
- The host of the call (usually the class teacher) will mute and unmute pupils accordingly.
- The host reserves the right to remove from the class video conference, any participant(s) who are behaving in a way that is contrary to our school STKEV values.
- We would ask that families arrange a suitable space for their child to use when joining the class video conference. However, it is important that parents are also comfortable with their child's interaction with the meeting and are aware of their child's involvement.
- Participants should stay seated and stay present - do not leave the room or talk on your phone during the meeting please. Also, do not walk around your house carrying the device you are using for your class video conference.
- A St Kevin's video conference will never involve 1:1 contact between a staff member and a pupil. The student's parent/guardian will always be present in the same room as the student for the duration of the call.

Safe Use of Images - Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Whilst in school pupils are not permitted to use personal digital equipment, including

mobile phones and cameras, to record images of others, this includes when on educational trips. However with the express permission of the school principal, images can be taken by the teacher provided they are transferred immediately and solely to the school's network and deleted from the teachers device.

- Images and video extracts of the school environment, staff or students must **not** be used in social networking sites unless sanctioned by the Principal and Board of Management. .
- The Parent Association facebook page has been sanctioned however the Parent Association must gain written consent of parents (on behalf of pupils) and staff before uploading appropriate images.

Loaned Devices: In circumstances where device access is essential to a student's learning and the student has no access to an appropriate device, the school may agree with families for the loaning of a school digital device for use in the student's home. All aspects of the Acceptable Use Policy apply and the family must send written agreement via letter or email that it will be abided by. Any damage to the device whilst in a student loan will be covered by the responsible party where possible.

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.

Any students who bring their own device to school for learning purposes, e.g a kindle, must have received and signed a 'Bring Your Own Device' indemnity form. Both student and parent must sign, agreeing to abide by all the school regulations for the use of personal digital devices in the student's learning. This process will be coordinated by the student's teacher upon agreement of the added benefit the device would bring to the student's learning.

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 0032/2020.

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.

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 Blog Comments Policy

- 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)

Guidelines > 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.

Appendix 3

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>

This AUP was reviewed on 19/05/2020