

Acceptable Use Policy 2020

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School Name Scoil Bhríde
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Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices
8. Images & Video
9. Mobile Phones
10. Cyberbullying
11. School Websites
12. Permission Form

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Bhride .

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

Scoil Bhride will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Scoil Bhride will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, the class teacher, SEN teacher, deputy principal or principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the ICT team, Nora Kavanagh, Sandra Grennan, Triona O'Lone and Fiona Duffy.

Content Filtering

Scoil Bhríde has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 3 This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

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 the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to Sandra Grennan, Triona O Lone and Fiona Duffy

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff 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.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at Scoil Bhríde .

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Bhríde :

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Scoil Bhríde community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Bhríde community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Scoil Bhríde into disrepute.

Staff and pupils must not represent your personal views as those of being Scoil Bhríde on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Scoil Bhríde :

- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.
- Phones must be handed to the teacher in the morning and left in the teacher's desk along with written permission from the pupil's parent.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Scoil Bhríde pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Mobile phone and Devices Policy Scoil Bhríde -(Staff members)

Policy

There are a number of different users of the school building, including students, staff, families and tenants (groups that rent the building). The following information outlines the policy regarding staff members.

Staff

Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians. Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. Staff are trusted to use their phones accordingly.

In terms of data, staff are also advised to use any mobile devices responsibly. Staff may use their devices to record any school-related work if they wish. Staff may then post the relevant material online. Staff must then delete the material once saved on a school account. However, the school cannot take any responsibility for these recordings. Staff are trusted that they will use these recordings responsibly for school-related activities, e.g. on the school blog, Facebook page, YouTube Channel, etc. Staff are encouraged to use the school iPhone to record all images and video. These can then be accessed and shared by all members of staff.

Staff should also note that no unauthorised recordings of school business must take place. This includes all meetings and events. If a meeting needs to be recorded for any reason, all participants must agree to the recording before it can take place. Any unauthorised recordings of meetings will be dealt with as a breach of disciplinary procedures.

Work Calls

Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents. Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

Personal Calls

In general, personal calls should be carried out outside of teaching time. In cases of urgency, a staff member should use discretion in making calls and ensure that their classroom is supervised during the call. Incoming personal calls should be reserved for urgent matters

Mobile phone and Devices Policy Scoil Bhríde - (Parents and Pupils)

The possession and use of mobile phones, tablets and other devices by school pupils is now extensive, even in the primary school sector. Use of mobile devices presents a number of opportunities as well as challenges, including:

1. Mobile Devices can provide interesting and effective learning opportunities as more and more individualised educational programs come on stream. The ability to share work to a wider audience also brings great value.
2. Mobile Devices can be valuable items and might render a pupil vulnerable to theft.
3. The use of mobiles devices could be potentially undermining of classroom management, e.g. videoing staff, etc.
4. Use of devices with integrated cameras could lead to cyberbullying, child protection and data protection issues with regard to inappropriate capture, use or distribution of content

The school's Board of Management accepts that it is not realistic to have a policy which prohibits pupils from bringing devices to school. Not only would it be impractical to forbid pupils from carrying them, but it is believed that a number of parents would be

concerned for health and safety reasons if their child were not allowed to carry a phone at all (and might therefore be unable to contact their parents in respect of any situation that might arise after school.) However, a sensible and flexible policy which balances the opportunities and challenges gives schools the ability to ensure that all children, staff and families using the school are kept happy and safe, as well as providing important opportunities for learning.

Pupils

Unless expressly asked by the class teacher, pupils are discouraged (and asks all parents to discourage) pupils from bringing mobile devices to school. Where a pupil does bring a mobile device to school, it must remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities.) A letter must be sent in from home explaining why the pupil must have a phone in school. This letter will be kept in the pupil's file.

Mobile devices must be kept in the teachers' desks. Scoil Bhride cannot take any responsibility for loss, damage or theft of any device brought into school.

If a pupil is found to have an unauthorised device or is using a device at an inappropriate time, **the device will be confiscated and kept until a parent/guardian comes and collects the phone.** Permission to have the device in school may also be withdrawn. The school will accept no responsibility for lost, stolen or damaged devices and the safety and security of devices is a matter for pupils and their families. The school incorporates this policy into the Code of Behaviour and Anti-Bullying policy and will treat breaches as they would treat any other breach of the code.

Cyber-bullying and Mobile Phones/Tablets

In line with our AUP and Anti-Bullying policy, the issue of cyberbullying will be explicitly taught through SPHE. Pupils are encouraged to STOP, BLOCK, TELL if an issue arises. However, it remains the responsibility of *all* parents to monitor and address issues relating to social media with their child. Parents should bring *all* matters, relating to cyber-bullying, to the attention of the offending person/parent of pupil. Cyber-bullying matters should also be referred to the relevant authorities as this happens outside of the school day but please inform the school if there is an ongoing issue. The school encourages parents to attend specific training and talks on cyber-bullying when organised by the school.

Parents, Guardians, Visitors and Others

Making phone calls while on the premises should ensure that they do not distract any classes. Adults can request to use the school's wifi on their devices. They are asked to disconnect manually after using the wifi.

Adults must ensure that all content that they access is appropriate and in line with the ethos of our school. All internet data is logged and, if necessary, it may be used to report to relevant authorities.

Adults are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member. Visitors must also be vigilant in terms of child protection with regards to recording children in the school. **Visitors must ensure that they *never* post or 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.**

Newspapers and media organisations are permitted to take photographs, audio and video of children for their respective organisations. However, if there are children opted out from appearing in the media (see Internet AUP) they cannot be recorded.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Measures are taken by Scoil Bhride to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

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 will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet 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, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Scoil Bhríde will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Scoil Bhríde web pages.

The Scoil Bhríde will avoid publishing the last name of pupils in video or photograph captions published online.

Online learning Platforms

Distance Learning

- Seesaw for Schools is used for distance learning/remote teaching in Scoil Bhríde. During Covid-19, we will continue to use Seesaw in the event of another closure.
- Parents are informed by text, email and letter. All parents are given a unique password/QR code to log in to Seesaw. The HSCL will provide additional support to parents who are having difficulty accessing Seesaw.
- Parents are encouraged to assist their child accessing the work posted by the teacher.
- Pupils are encouraged to return work via Seesaw. This includes uploading photos of completed work, completing activities online, recording voice notes and participating in general activities.
- Pupils will not upload any material that is not relevant to school. The pupil's account will be temporarily blocked until the issue is rectified.
- Zoom/Google Meet will be used on certain occasions where a live meeting is necessary e.g., end of year graduation ceremony
- In the event a pod/class are sent home due to Covid, work will be assigned on Seesaw. The class teacher and relevant SEN teacher, associated with the class, will work

together to facilitate the

On occasion, live conferencing tools such as Google Meet/Zoom, will be used. Occasions may include 6th class graduations and induction meetings. A parent must be present during these occasions.

Key points to be aware of when participating in Google Meet/Zoom calls:

1. When using Google Meet, the teacher will send an email to parents informing them of the date/time their child is invited to partake. Parental permission for the child will be sought using Aladdin Connect
2. The main purpose of these video calls is for special occasions, such as virtual graduations etc.
3. Parents must monitor their child's participation while using Google Meet/Zoom to communicate with their teacher, being aware that teachers can't supervise the child's use of their device. You don't have to sit in on the session but you must be present in the immediate vicinity, just like any other online activity.
4. Parents should be mindful about what family activities could potentially be heard/seen during the children's use of video conferencing. Headphones should be worn if available.
5. Please ensure children are dressed appropriately when video conferencing and make sure that there are no distracting or inappropriate materials in the background.
6. Please be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
7. The same rules of conduct and behaviour are expected to apply as in the physical classroom. Our school Code of Behaviour will continue to apply to this remote communication. For the benefit of all participants, anybody not complying with the agreed online rules will be muted from the online call until they are prepared to and ready to re-join.
8. Children/parents should not take photos, screenshots, record any video, or audio, from these conference sessions.
9. To further enhance security for Google Meet/Zoom calls, if the teacher is planning a call with your child she will email with a meeting link 10/15 minutes before the meeting.
10. Please use the pupil's name when trying to enter a meeting. You will not be granted access if the pupil's name is not shown clearly.
11. It is very important not to share this link with anybody else. This is to increase safety and ensure that no unwanted guests obtain the meeting details.

Guidelines for Children using Google Meet

1. Set up the device (laptop, phone, tablet or iPad) in a quiet space with as few distractions as possible.
2. Sit up or stand up straight with your device on a flat surface so you can see the screen clearly.
3. Click the link and join the class with your microphone muted.
4. Raise your hand before speaking, just like you would do in class.
5. Kind words to be spoken at all times.
6. Speak in your normal speaking voice.
7. Listen to others when they are speaking.
8. Join the class with your own name or your parent's name.
9. Unless you are asked to by the teacher, you should not use chat during the call.

Permission Form - Aladdin Connect

Parents are asked to give their permission via the enrolment form and Aladdin Connect.

The school 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 Child Trafficking and Pornography Act 1998 Interception Act 1993 Video Recordings Act 1989 The Data Protection Act 1988

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

In relation to online learning, I give my permission for my child to engage in online learning using the virtual platform, Seesaw .

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Name of Student: _____

Parent's Signature: _____