

INTERNET ACCEPTABLE USE POLICY

Presentation Primary School

Clonmel,

Co. Tipperary

Roll no. 12180U

NOVEMBER 2020



Roll No. 1 2180 U

Presentation Primary School

Clonmel, Co. Tipperary.

Phone: 052 - 6123548/6122940. Fax:052 - 6121253. E-mail; presclon.ias@eircom.net

Presentation Primary School

Internet Acceptable Use Policy

1. Acceptable Use of the Internet

The aim of this policy on Internet use is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. The school acknowledges the many positive benefits of the Internet, and Internet safety and awareness will be paramount for all users. However, like any other resource, it is open to misuse, and if used inappropriately, can be unsuitable, harmful or illegal.

The school wishes to facilitate its students and staff to enjoy and explore the Internet in a positive way. In order to achieve this, it is necessary to have guidelines and limitations around the use of the Internet. In this context, the school is required to have a policy on the acceptable use of the Internet in the school.

Strategies for Internet Use

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

- A member of staff will always supervise Internet sessions.
- Filtering software and/or equivalent firewall systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and staff 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.
- Only students for whom the Department of Education and Science has approved assistive technologies will use their own technologies in school. The use of personal USBs or any other digital storage media in school will require the permission of a staff member.
- Students will treat others with respect at all times and will not undertake any actions that may cause distress or hurt to others, or that may bring the school into disrepute.

World Wide Web

- Students will use the Internet for educational purposes only.
- Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- Students will not intentionally visit Internet sites that contain obscene, illegal, racist, hateful or otherwise objectionable materials.
- Students will immediately report accidental or inadvertent accessing of inappropriate materials to the supervising member of staff.
- Students will not directly copy information into assignments. Where websites are visited for project or research purposes, whether at home or in school, full acknowledgement of the source will always be given.
- Students will never disclose or publicise personal information.
- Students will not download materials or images that are not relevant to their studies.
- Students 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.

Email

If pupils are allowed to use email, the following rules will apply:

- Email will be used for educational purposes only
- Pupils will only 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 send text messages to or from school email
- Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school email
- Pupils will never arrange to meet someone via school email
- Sending or receiving email attachments is subject to teacher permission.
- Pupils will never agree a face-to-face meeting with someone they only know through email or the Internet
- Pupils will not send or receive attachments without the permission of a staff member.

- Pupils are not permitted to use internet chatrooms.

School Website

Designated teachers (Patricia Mulcahy/Noelle Lambert/Mairead Conway)will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will have the opportunity to contribute to the Pupils'Blog under the supervision of a teacher.

Google Classroom/Seesaw

Teachers will use these apps in order to support pupils online learning and to prepare them in the event of remote learning plan being put into action.

1. Seesaw is used for Junior, Senior infants and Rang 1
2. Parents are provided with login details
3. Staff will correspond by email with parents/guardians and not directly with pupils
4. Pupils use these apps to access homework/school work or to submit work
5. Google classroom has a meet function which may be used by teachers if teaching remotely
6. Pupils may use the stream on Google classroom to interact with the teacher when learning remotely

2. Mobile Phones, Cameras and Electronic Devices

For reasons of safety, students are not allowed to bring the above into school.

The school appreciates that in very exceptional circumstances, a parent/guardian may decide that a student needs a mobile phone for reasons of safety after school hours. In these circumstances, the phone must be kept switched off and out of sight in the school playground and must be handed to the class teacher on entry to the classroom (See Mobile Phone Policy).

3. Sanctions

In the event that a student uses a mobile phone in school, it will be taken up by a member of staff and will be collected by a parent/guardian.

Any harassment or bullying involving cameras, mobile phones, Internet or any electronic devices will be dealt with severely, as a matter of urgency, in accordance with the school code of behaviour and anti-bullying policies. Claims of inadvertent or accidental accessing of an unsuitable website will be investigated by the school. Inappropriate use of the Internet will result in disciplinary action. The school will withhold Internet usage if the school Internet policy is breached. The school reserves the right to report any illegal activities to the appropriate authorities.

4. Legislation

School policy and practice will be informed by the following legislation:

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993 Video Recordings Act 1989

Data Protection Act 1988

Copyright and Related Rights Act (2000).

5. Support Structures/Education

Education

As part of the S.P.H.E. curriculum our school will undertake an education programme to educate children on the safe, responsible use of the Internet. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

The school will support students, staff and parents/guardians to access information relating to support organisations dealing with illegal material or harmful use of the Internet. Parents/guardians are encouraged to

regularly talk to their children about their Internet usage at school. Parents/guardians are also encouraged to keep themselves updated in relation to the safe use of the Internet at home and in school. Useful references:

10 Tips for Parents: www.webwise.ie www.ncte.ie www.scoilnet.ie

Filtering

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Our School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the PDST Websites are only allowed through following a verification of their suitability.

The school is using the Filtering Level 4 according to the PDST levels. This level allows access to millions of websites including games and 'YouTube', and blocks access to websites belonging to the 'personal websites' category and websites such as Facebook belonging to the 'Social Networking' category.

Staff when using You Tube:

- Staff only use You tube videos that they have viewed in advance to ensure all material is safe to use with primary school children
- If material which is not suitable should be shown in error the staff member immediately informs the principal who will make contact with the parents of the pupils involved

6. Remote Learning

Due to the Covid 19 pandemic we have developed a charter for use of internet for the purposes of remote learning in the event of the school being closed. Presentation Primary has elected to use the Seesaw App and Google Classroom App in the event of school closure. Teachers will also use these apps during term time in order to familiarise pupils with them so they will be able to use them in the event of a full school closure. The following charter outlines the expected behaviour for everyone using these apps:

- Pupils should arrive on time for Live Classes on Google Classroom.
- If a Pupil cannot attend or has technical issues, parents are asked to email or send a message to the teacher.
- Pupils may only access the Google Classroom meet link 5minutes before Class begins.
- Pupils enter the classroom when the teacher has invited them in from the Chat.
- Teachers start the Live Meeting only.

