

# Cloneen National School

Cloneen, Clonmel, Co. Tipperary.

Telephone: 052 6131887 Email: office@cloneenns.ie Web: [www.cloneenns.ie](http://www.cloneenns.ie)

Registered Charity No: 20204142



Príomhoide: Helen Kiersey

Leas Phríomhoide: Úna Kiernan

Roll No. 17694H

## Internet Acceptable Usage Policy 2020

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Cloneen N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. This Policy was revised in 2017 and again in 2020 during the school closure for the COVID-19 Pandemic to reflect the types of teaching and learning that would be undertaken during this time.

**The strategies employed are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

### Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of external storage devices e.g. external hard drive, memory stick etc. in school requires a teacher's permission
12. 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
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher
14. Children will use child-friendly sites for information and research where possible (e.g. Kiddle search engine, DK Find Out, World Book Online, Scoilnet)
15. Children will be taught and reminded to use copyright-free images for projects etc. and will be directed to specific websites for these (e.g. Unsplash)

### 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.

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## iPads

The children's primary ICT device in school will be access to the school's suite of iPads. These will be used to support and consolidate learning and to expand their knowledge in different areas. The children are taught how to use these responsibly and how to access the internet safely. The internet is accessed through Safari and using search engines such as Kiddle. The iPads are controlled through the Mobile Device Management (MDM) System "Jamf" and are monitored through Apple Classroom (which is installed on one iPad, allowing the teacher in that classroom to monitor and control what the children are doing on the iPads from one iPad).

## Email

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

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils may be assigned individual email addresses (\_\_\_\_@cloneenns.ie) that will be operated through our Office 365 account. These email accounts are to be used for educational purposes only
4. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
5. Pupils will not send text messages to or from school email
6. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
7. Pupils will never arrange to meet someone via school email
8. Sending or receiving email attachments is subject to teacher permission.

## Internet Chat

Students are not permitted to use internet chat rooms.

## Video Conferencing

Cloneen NS may use video/ audio conferencing calls (such as Microsoft Teams) to communicate digitally with its pupils. This practice commenced in 2020 for staff conference calls via Microsoft Teams. The practice of using these means of communication began to be utilised in 2020 to facilitate learning/ wellbeing during the school closure due to the Covid-19 pandemic. Parental Permission is obtained for each child before they participate in a school audio/ video call for the first time. Parents are sent a link to the Teams meeting in advance by the teacher. It is at a teacher's discretion whether they choose to use video/ audio calls as a means of communication with their class. By virtue of the parents clicking on the link and facilitating the participation of their child in each video/ audio call, parental permission for their child to engage in the call is assumed. During video calls, the following rules apply:

1. Pictures or recordings of the video/ audio call are not allowed.
2. Remember our school rules - they are still in place, even online.

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3. Set up your device in a quiet space, with no distractions in the background.
4. Join the call with your microphone muted.
5. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
6. Show respect by listening to others while they are speaking.
7. Be on time - set a reminder if it helps.
8. Enjoy!

## Distance Learning

Following the school closure during the COVID-19 pandemic, it was necessary to draw up guidelines regarding the use of the internet as a communication/ learning tool between home and school. We conducted a parental survey prior to establishing an online learning platform to elicit what form of distance learning would work best in our school context. Teachers send class work to parents via Aladdin email each Sunday evening and send work/ lessons /assignments throughout the week on SeeSaw (1<sup>st</sup> to 6<sup>th</sup> Class). Parents of children in Junior and Senior Infants receive daily emails with video recorded lessons from their class teacher. It is our intention to operate this system should a school closure of this, or a similar, nature ever re-occur. The Senior Classes (3<sup>rd</sup>-6<sup>th</sup>) may begin to utilise Microsoft Teams for Education in time. Consent was obtained from all parents to allow their child use SeeSaw (<https://web.seesaw.me/privacy-policy>) as a distance learning tool and Mangahigh (<https://app.mangahigh.com/about/termsandconditions>) maths programme.

The following apply to distance learning in Cloneen N.S.

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Aladdin or through an established app (eg. Seesaw).
4. Staff members may use their school email address to communicate with individual parents where a response is necessary (as the Aladdin email does not facilitate this).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Microsoft Teams).
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/ audio Microsoft Teams calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. Under no circumstances can pictures or recordings be taken of video calls.
10. For security reasons, passwords may be provided to families, where applicable.
11. Cloneen NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
12. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

### Rules for pupils for submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

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## Communication with parents

Communication with parents (e.g. newsletters/ information) is primarily done by email. The school has obtained permission from all parents to communicate by email. This will be done through Aladdin school administration system and the school email address (or teachers' email addresses) as part of the Office 365 suite. When using the school email address(es), staff and teachers will ensure to BCC parents where an email is being sent to more than one family. Regarding communication with school from home, parents are asked to use email as a form of communication appropriately. Emails may be used to explain pupil absences, seek clarification on something, query/ update regarding distance learning etc. Emails must never be to inform/ discuss an issue in school and may never mention another child in the school (other than the parent's own child(ren)) in correspondence. Such matters should be discussed at a scheduled meeting between the parent and class teacher.

## School Website

Designated teachers 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 continue to own the copyright on any work published.

## Personal Devices

Students are not permitted to bring their own technological devices to school. Upon the rare occasion that a child brings a device to school (parents must seek school permission in advance), it is switched off before the school day commences and given to the class teacher for the duration of the day. The school management or its personnel cannot accept responsibility for loss or damage to any child's device during school hours or on school property/ trips.

## Legislation

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

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- Video Recordings Act 1989
- The Data Protection Act 1988 and 2018

## Education

Cloneen N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet, mainly through the SPHE programme at school.

21<sup>st</sup> 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
- The Stay Safe Programme
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- Promotion of Safer Internet Day each February
- "My Selfie and the Wider World" resource
- "HTML Heroes" resource
- SAFT Internet Safety Awareness Education Programme and exemplars
- PDST Digital Technologies website
- Guest Speakers on Internet Safety

## 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.

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

## Firewalls

Windows has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Cloneen N.S. has installed firewall software.

Page down for a sample of the following:

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- Letter to Parents
- Responsible Internet Use Pupil Undertaking Form
- Internet Permission Form

## Ratification and Communication

The Board of Management ratified this policy on the 08th of June 2020.

Signed: , (Chairperson, BOM)

Cloneen N.S. does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community. All Cloneen N.S. policies are available for inspection in the school.



Principal

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Roll No. 17694H

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

  

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Helen Kiersey (Principal)

Leas Phríomhoide: Úna Kiernan

Roll No. 17694H

## Responsible Internet Use

### Pupil Undertaking

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: \_\_\_\_\_ Pupil(s)

Signed: \_\_\_\_\_ Parent/Guardian



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Date: \_\_\_\_\_

## Internet Permission Form

Name of Pupil(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for \_\_\_\_\_

(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

Date: \_\_\_\_\_



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## School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_