



# Edmondstown National School

## Internet Acceptable Use Policy 2020

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## **1. Introduction**

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Edmondstown National School.

It also applies to members of staff, volunteers, parents, guardians and others who access the internet in Edmondstown National School.

It also applies to Remote Teaching and Learning situations where users may use their own internet.

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.

Edmondstown National School 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 Edmondstown National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

## **2. School Strategies:**

Edmondstown National School implements the following strategies in order to maximise learning opportunities and reduce risks associated with the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and Stay Safe curricula.
- Edmondstown National School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Internet sessions will 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.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal disks, USB and memory sticks/cards, CD-ROMs/DVDs, or other digital storage media, in school requires a teacher's permission.
- Students will observe good "netiquette" – ie. etiquette on the Internet – at all times, will treat others with respect and will not undertake any actions that may bring the school into disrepute.

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

- Board of Management, teaching staff, support staff and a representative group of parents.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, Mrs. Philomena Cleary should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of Edmondstown National School.

### **3. Content Filtering**

Edmondstown National School implements the following level on content filtering on the Schools Broadband Network:

- Level 3: This level allows access to many 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, and in extreme cases, suspension or expulsion.

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

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.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## **5. Email and Messaging**

The school used Google Suite for Education and the digital platform SeeSaw.

- Pupils should not under any circumstances share their account login details with other pupils.

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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

## **6. Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Edmondstown National School:

- Use by pupils of instant messaging services and apps including Snapchat, G Chat etc. is not allowed in Edmondstown National School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Edmondstown National School with express permission from teaching staff.

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, and other members of the Edmondstown National School community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Edmondstown National School 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 Edmondstown National School into disrepute.

Staff and pupils must not represent their personal views as those of being Edmondstown National School on any social medium.

## **7. Personal Devices**

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

- Where a pupil brings a smart device or mobile phone to school, it must be left in the pupil's bag during school hours and must be powered off.
- The Board of Management of Edmondstown National School does not accept any responsibility for loss, damage or theft of pupils' personal devices while they are on school property.
- Pupils are not allowed to use personal internet-enabled devices (e.g. smartphones and tablets) during school hours.
- Where a pupil breaks the above rule, the class teacher may confiscate the pupil's device. The device will be returned to the child's parent/guardian when they come to claim it.
- Pupils are not allowed to use the recording or photo capability of Smart Watches, nor or they allowed to make calls.

## **8. 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 Edmondstown National School 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.

Permission from parents or guardians 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.

Digital photographs, audio and/or video clips that appear on the School website are subject to copyright and cannot be copied and/or used in any other setting without express written permission.

Digital photographs, audio and/or video clips captured by parents/guardians, family members and friends of groups of children in school, or engaged in any school-related activity, cannot be used on any social media site without express written permission from the parents/guardians of every child in the group.

## **9. 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 another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Edmondstown National School 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. However, in the case of Cyber bullying, a one off incident is enough to invoke sanctions.

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

## **10. School Website**

Pupils may 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.

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.

Edmondstown National School will use only digital photographs, audio or video clips focusing on group activities, with a minimum of two children per photo/video. An exception to this is where photos or videos of solitary children are supplied by parents themselves for publication.

Personal student information including home address and contact details will not be published on Edmondstown National School web pages.

Edmondstown National School will not publish the names of pupils in video or photograph captions published online.

## **11. Remote Teaching and Learning**

When engaged in Remote Teaching and Learning pupils may use See Saw, zoom or WhatsApp under teacher's invitation. Rules and etiquette as set out in this policy will apply.

In circumstances where teaching cannot be conducted on the school premises Edmondstown N.S. recognises that online collaboration is useful for Remote Teaching and Learning and as a result Google classroom accounts and SeeSaw accounts have been set up for all teachers.

When using SeeSaw, parents will email teachers to obtain a code for their child. This code should be treated as a password and is unique to each child. Children who attend Special Education will have a separate SeeSaw code for communicating with the SET.

Each staff member has been issued with a dedicated email address in the school domain, @edmondstownns.ie, which can be used for communication between teachers and parents.

Class work is assigned on a weekly and/or daily basis via the school website. Children can submit assignments via SeeSaw and teachers can correct and give individual feedback to pupils via the same medium. All available aspects of SeeSaw including video, may be used.

Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.

Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example Zoom or WhatsApp. Teachers will exercise additional



caution with live online platforms and must cut session short if there is inappropriate behaviour. Incidents will be reported to principal. Please see note below re rules for live chat.

Any electronic forms of communication will only be used for educational purposes.

SNA and SETs may contact their pupils via WhatsApp or zoom during distance learning time to check in. This is arranged in advance with parents, usually at a specific time to help maintain a routine for the child. A parent must stay in the room so they can hear the conversation, however they should not interfere with the interaction.

It is the duty of the Parents to supervise children online in the home.

These online services, although not owned by Edmondstown N.S. form part of our web services and all content that is placed on these services falls under this policy. Edmondstown N.S. cannot accept responsibility for the security of such online platforms in the event they are hacked.

Rules for pupils and their parents/guardians using a form of live online video conferencing.

You will be invited via your school email and from your teacher's school email address only or in the case of WhatsApp, by a phone call to a parent.

1. Set up the device in a quiet space with no distractions in the background. All Zoom/WhatsApp face time calls must take place in an area of the home that is open and accessible to parents and should not take place, for example, in a bedroom with a closed door.
2. Be mindful of what can be seen behind you – consider using a “virtual background”, if necessary.
3. Please wear appropriate clothing - No PJs allowed.
4. Join the class with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. Kind and respectful words to be used at all times - while speaking on camera and if your teacher allows you to use the chat box.
7. Speak in your normal speaking voice. No need to shout.
8. Listen to others when they are speaking.
9. Children are not obliged to join the video conference if they do not wish.
10. If a child does not join a session, it is not acceptable that another member of the household takes their place - be that a parent or other sibling.
11. For child protection purposes a parent / guardian must be available in the room where the device is set up - this adult does not have to be in the camera frame.
12. During one to one conferencing between an SNA or SET and pupil, a parent must be in the room.
13. Consent for using Zoom is assumed once the parent/guardian logs onto the session having received an email from the teacher.

14. For every Zoom session a new meeting ID and password will be generated and this will be emailed by the teacher from his/her school email address to the parent/guardian's email address.
15. It is not permissible for any participant to record or take a screen grab picture of the Zoom session without the permission of all other participants and their parents/guardians.
16. Parents, please adjust the settings on the device being used so that your child is easily identifiable when in the waiting room - teachers will not admit any waiting person whose identity they cannot verify.
17. Teachers will "lock" the meeting when all participants have entered.
18. The Teacher should be the last to leave the online meeting.

This list may be added to over time as our familiarity and use of remote teaching and learning evolves.

**Signed: Rev. Fr. R. Lyng, OSA**  
Chairperson, Board of Management

**Date: 25/6/2020**

**Signed: Philomena Cleary**  
Principal

**Date: 25/6/2020**

# Permission Form

I agree to follow Edmondstown National 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 and/or if online platforms are hacked.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork 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.

Parent Signature: \_\_\_\_\_

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

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