

# **Scoil Íosagáin**

**Policy on:  
Staff & Pupil  
ICT & Internet  
Acceptable Use**



# Scoil Íosagáin

## ICT & Internet Acceptable Use Policy

### Mission Statement

Scoil Íosagáin is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

### Responsibilities of Scoil Íosagáin Employees

Employees will:

1. Follow the guidelines set forth in this AUP.
2. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions.
3. Supervise student use.
  1. Model and provide instruction in the ethical and appropriate use of technology in a school setting.
5. Maintain a curricular focus.
6. Keep the user password secure and confidential.
7. Ensure the ICT equipment is being legally used according to the software's licence.
8. Only install software onto school computers/laptops, school Ipads or network, which has been approved by the staff member with responsibility for ICT or the Principal.
9. Not transmit, request or receive materials inconsistent with the mission and values of Scoil Íosagáin.

### Acceptable Use

Scoil Íosagáin ICT equipment (laptops, computers, visualisers, Ipads, IWB's, Digital cameras, Recording, Digital voice and Networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Íosagáin. Management reserves the right to monitor this usage.

Incidental personal use of school ICT equipment is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

### Education

Scoil Íosagáin undertakes an education programme to educate children on the safe, responsible use of the Internet.

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
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- SAFT Internet Safety Awareness Education Programme and exemplars

### School Strategies

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:

## **General**

- Access to internet 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. The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- The school will regularly monitor pupils' Internet usage.
- Pupils will be provided with training in the area of Internet safety (SPHE) ([www.webwise.ie](http://www.webwise.ie))
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

## **Seesaw**

Seesaw is the main tool that we will use to communicate remotely with our pupils. Seesaw is a school communication platform that connects teachers, students and families and brings them closer together.

This is done in two ways:

- a) by sharing what's being learned in the classroom back home through portfolios, photos, videos and messages.
- b) By helping students build social, emotional skills through in-classroom feedback and engaging activities.

These relationships require trust, which is why it is vitally important that Seesaw is a safe and private environment for teachers, parents and students. Only the student themselves, their families and their connected teachers or school leaders can see a student's profile and portfolio. Seesaw servers are in highly secure, military grade data centres that are access controlled. Seesaw uses bank grade security at the software and network levels to ensure all information is transmitted securely. Seesaw is compliant with GDPR. They are also certified under the EU-US and Swiss-US Privacy Shield.

## **Google Classroom**

Google Classroom is another tool that we may use to remotely communicate with our pupils. It may be used mostly with children from 3<sup>rd</sup> – 6<sup>th</sup> Class. Google Classroom is a file management system. Google Classroom simplifies the distribution and collection process of student work. The teacher is able to compile a collection of documents, videos and resource links into an assignment. The students can view the document, edit the document or receive a copy of the document depending on the settings set by the teacher. Google Docs are both COPPA and FERPA compliant when using a Google Apps for Education (GAfE) account. Google Classroom restricts participation in the environment to staff and students on the domain. Under GAfE, students and teachers may be given a Google account login that is specific to the school's domain. This may look something like, [adaly@upperchurchns.ie](mailto:adaly@upperchurchns.ie). Students and teachers would need to be logged into and utilise their GAfE accounts to participate in the Classroom environment. This protects student information from outside users since regular Gmail accounts or other GAfE accounts from different schools could not be added into a teacher's classroom.

## **Ipads**

- Students should never leave their Ipads unattended when in use.
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or visual recordings taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teacher's direction.
- Identity theft (pretending to be someone else) is in direct breach of the school's Acceptable Use Policy (AUP)
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students.
- Ipads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

## **Email**

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.
- Students may use approved email accounts under supervision by or with permission from the class 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 are not allowed to access their own (unapproved) email accounts in school.
- 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 the teacher.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

## **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises (e.g. during school closures due to the Covid-19 pandemic), teachers may use Seesaw/Google Classroom (online communication platforms), Google Meet/Zoom (online video conferencing platforms) or other platforms approved by the Principal, to assist with remote teaching and learning where necessary.
- The school has signed up to the terms of service of the online platforms in use by the school and has enabled the most up to date security and privacy features which these platforms provide.
- In the case of Seesaw, Google Classroom and Zoom/Google Meet, parents/guardians must grant permission for their child to interact and use these services. This may include using a login code or school email address such as [firstname@upperchurchns.ie](mailto:firstname@upperchurchns.ie). Parents/guardians will be provided with the password and must agree to monitor their child's participation in any such interactions conducted on online platforms.
- For video/Zoom/Google meet 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.
- If teachers are using Zoom, parents will be sent invitations for online lessons/assemblies/graduations via email.
- Discussion forums on Google Classroom and Google Meet will only be used for educational purposes and should always be supervised by an adult.
- Upperchurch NS cannot accept responsibility for the security of online platforms in the event that they are compromised.
- **Using Zoom for Remote Teaching and Learning:**
  1. Classroom rules still apply
  2. The school's Code of Behaviour and discipline rules remain in place.
  - 3.

## **Etiquette for Zoom Lessons/Assemblies/Graduations**

1. Be aware of your surroundings – quiet communal area (not a bedroom), with a blank wall as the background if possible
2. Appropriate dress code during video calls.
3. Mute your microphone when you're not talking. Only turn it on if you are asked to speak. Muting your microphone when you're not speaking gives others the opportunity to speak without distraction.
4. Listen to others when they are speaking.
5. Be respectful at all times to teachers and pupils
6. The use of mobile phones or other devices to photograph or record staff or other students / learners for the purposes of publication elsewhere is strictly prohibited and in breach of those individuals' basic human right to privacy.

## Twitter

Scoil Íosagáin uses Twitter to celebrate the success stories and great achievements of our students. We may use photographs/video/other multimedia to compliment text content on Twitter.

We advise the following:

- Photographs of children will only be displayed online through our online platforms with explicit consent from parents/guardians through the child's initial enrolment form, signed upon starting Junior Infants and/or any transfer students commencing their schooling in Scoil Íosagáin.
- Before initial publishing, consent will be sought from parents of current pupils.
- Children will not be named in full. Information including surnames, home address and contact details will not be used.
- No child shall be photographed and named under that photograph specifically if they are the only student photographed.
- The Principal/Deputy Principal choose and modify all twitter followers/followees.
- Twitter settings such as options to comment and re-tweet are reviewed regularly.

## Scoil Íosagáin Twitter Account (@upperchurchns)

*The purpose of having a school Twitter Account is to provide:*

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school and promotion of school
- Communication with wider audience of school life via possible communication-tours, photos of pupil's projects, notice boards, etc.
- Continued advancement of our school communication system with information shared via paper notes, email, website, Aladdin Connect & Twitter
- Communication with families during times of unforeseen school closures to sustain the school community experience

## **Those using our school networking site must abide by the following:**

- Users cannot advertise products or services on our school Twitter account.
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately.
- Users should not add comments that can identify children.
- Current pupils will not be accepted as users.

**The sanction for breaking these rules is automatic removal from our Twitter page.**

## **Aladdin Schools**

'Aladdin' is a management information system used for administration purposes in Scoil Íosagáin. This administration system stores one or two parent email addresses and also phone numbers for each family. Parents are required to let the school know if they have changed their email address or phone number(s). Aladdin Connect is an additional portal which allows parents secure access to messages from the school and to details of their child's attendance. It also facilitates e-Payments and permission slips for various activities during the year. This is done through a secure login for parents by computer, laptop or smart phone. Aladdin data is fully encrypted and is stored and processed in compliance with Irish and European data protection laws. All data stored on Aladdin for school purposes is secured with passwords only known to the school's administrators. Teachers have access to data relevant to their class only.

## Sanctions

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.

- Intentional misuse of the Internet and the school ICT equipment will 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.

All of these sanctions are in line with our school's disciplinary policy.

### **Use of Internet**

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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 not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be taught appropriate use of the internet.

### **Internet Chat**

- Pupils will have no access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.
- Skype/Zoom may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

### **School Website**

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work may appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the school website. Instead photographs, audio or video clips will focus on group activities and children's work. .
- Information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003 ( see school policy)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **Unacceptable Use**

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
3. Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
4. Downloading or loading software or applications without permission from the Principal or ICT Coordinator.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staffs who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

### Consequences

The use of technology resources inside Scoil Íosagáin is a privilege. Inappropriate or unethical use or failure to adhere to these guidelines may include, but are not limited to, limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the BOM annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

### Communication

This policy will be communicated to the staff and parents following ratification. It will be published on the school website also

### Review:

This policy will be reviewed every 3 years or as the need arises.

### Ratification:

This policy was reviewed by the Staff of Scoil Íosagáin and ratified by Board of Management in February 2022.

Signed P. J. Harrington  
Chairperson, Board of Management

Date: 21<sup>st</sup> Feb '22

Signed Alma Quinn  
Principal

Date: 21<sup>st</sup> Feb 2022