

Saint Helen's Junior School, Portmarnock, Co Dublin

Roll no. 19578P

Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP bi-annually. This version of the AUP was created in May 2020 and endorsed by the Board of Management. Before you sign the form, the policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children.

School Strategy

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 the internet and ipads will always be supervised by a teacher/SNA.
- 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).
- Teachers will have access to www.youtube.com in the classroom. Teachers must review all youtube content before it is shown to the children. Children will not have individual access to youtube.
- The school will regularly monitor pupils' Internet usage.
- Staff may only upload and download the following approved software (CJ fallon app, google chrome, Canon printer software, JollyPhonics software, Fireworks software, Folens software, Adobe, activInspire). This list may be added to by the school Principal, the IT co-ordinator or the schools IT maintenance service - iPak
- Virus protection software will be used and updated on a regular basis.
- The use of personal CD-ROMs in school is not allowed. USBs may be used by staff members only. They must be password protected. Staff will be encouraged to use the Drive on G-Suite going forward.
- 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.
- Each class will be timetabled for at least one ipad class per week.
- All Parents will have access to the Acceptable Use Policy and must grant permission for their child to access the Internet for educational purposes.

World Wide Web

- Pupils will use the Internet for educational purposes only.

- Pupils will be supervised by a teacher / Parent or Special Needs Assistant while using the internet.
- Pupils will never disclose or publicise personal information eg. Classmates' home address, telephone number, location or name of school.
- 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.
- Pupils will be aware that downloading materials or images not relevant to their studies is in direct breach of the AUP.
- Pupils in first and second class will take part in an annual Internet Safety Day.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through official staff email addresses.
(See amendments due to Covid-19 School Closure)

Internet Chat

- Pupils will not have access to internet chat rooms at school.

Personal Devices

- Pupils will not have permission to bring personal devices to school - devices include: Phones, cameras and smart watches.
- Staff may use their personal devices to take photographs provided that all photographs are deleted from their phones before they leave school grounds.
- Staff should not store personal data on a mobile device or home computer unless necessary and the device has been encrypted.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be uploaded to the schools website.
The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- No photographs, audio or video clips of individual pupils with their names will be published on the school website.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils work may appear on the website and work will be identified by first name and year group.
- Permission for work and photographs to appear on the website,newsletter and school displays will be requested on the children's enrolment forms.

Legislation

The following links provide information on the following legislation relating to use of the internet which teachers and Parents should familiarize themselves with:

- <https://ec.europa.eu/info/info/law/law-topic/dataprotection/reform/rights-citizens>
- Data Protection (Amendment) Act 2003 (see school policy)
<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Interception Act 1993
<http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>
- The Data Protection Act 1988
<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>
- Seesaw
<https://web.seesaw.me/privacy>
- Google Classroom
https://edu.google.com/why-google/privacy-security/?modal_active=none

Sanctions

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

Review

This policy was ratified and communicated in September 2011. It was reviewed in December 2016 by the In-school planning IT team, Claire Ryan, Eimear Kane and Orla Maguire.

It will be reviewed again in December 2017 and amended if necessary.

The revised policy was ratified by the Board of Management in April 2017

This policy was reviewed by the IT team and the staff in December 2019. It will be presented to the BOM for consultation and ratification. A special amendment was made to the policy in light of the Covid-19 school closure. This amendment was made and presented to the BOM in May 2020

*** Special Amendments**

The following section was inserted when the school closed due to Covid-19 Restrictions on March 12th 2020. The following will remain in place during the whole or partial closure of the school. Work for infant children will be sent using the Aladdin software. The first class children will use Seesaw and Aladdin to distribute work. Second class children will use Google Classroom and Aladdin.

Parent Communication

The staff and Parents will communicate by phone, Aladdin and staff emails only.

Use of Pre-made Videos

Staff may use 'Loom Screen Recorder' to record and send videos to the pupils. The videos should have an educational or social benefit.

Use of Google Meets

Class teachers may meet small groups of children using Google Meets. The children are not obliged to participate in the Video calls. A link to the meeting will be sent to parents. Parents will be asked not to share the meeting link with anyone else. Parents will use their own account to access the call. Children must remain under parental supervision throughout the sessions. Sessions will last for approximately 10-15 minutes. Two staff members will be on the call at all times. No photographs or recordings of participating children should be taken by the teacher, parents or children. Should any behaviour be deemed inappropriate by the teacher, the teacher will immediately terminate the meeting. It is important that the school's Child Safeguarding Statement is followed. Consent for use of group video chats will be required from parents. Consent will be requested using Aladdin.

Use of Google Classroom/Seesaw

Google Classroom:

Google Classroom is a secure online platform which effectively enables teachers to set tasks or assignments and include instructions for students to use at home

When parental consent is given each second class student will be issued with a school email account for educational purposes only. Both the school email address and Google Drive are to be used for educational purposes only. The students will be confined to sending and receiving emails within the St Helen's JNS domain. The email address provided by the school to each student is the property of St Helen's JNS. Use of email addresses is purely to access the Google Classroom. All student email accounts and connected google drive accounts are deleted once children leave the school permanently. If a child receives any inappropriate emails, he/she should inform the class teacher and a parent/guardian. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Internet chat/social networking sites: Students will not have access to 'Google Hangouts chat'. 'Google Hangouts Meet' will only be used through Google Classroom. Students will only have

access to the Hangout while the teacher is online and in the video call. Students will be unable to video call each other.

Seesaw:

Seesaw is a secure online platform which effectively enables teachers to set tasks or assignments and include instructions for students to use at home.

When parental consent is given each first class pupil will be sent either a unique text code or a class QR code which will enable them to log on to the platform. If they are using the QR code, they must only ever select their own name from the class list when logging in. The Seesaw platform will be used for educational purposes only. Pupils will only be able to view their own work and the feedback provided by the teacher. They will not be able to view the work of other pupils in the class.

Student Google accounts/Seesaw accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures (other than in the Classroom/Seesaw) or passwords.

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

Students should always use the internet, network resources and online sites in a respectful and courteous manner.

Students should be polite, use correct language and not harass others or provoke fights online.

Students should also recognise that among the valuable content online, there is unverified, incorrect or inappropriate content.

Students should not post anything online that they wouldn't want their parents, teachers or future colleges or employers to see. Once something is online, it is out there- and can sometimes be shared and spread in ways you never intended

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the principal. This form will be kept on file until your child is finished in St.Helens JNS

Name of Pupil: _____

Class/Room no: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 pupils access unsuitable websites.

I accept the above paragraph ☐
(Please tick as appropriate)

I do not accept the above paragraph ☐

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 children's work on the school website.

I accept the above paragraph ☐
(Please tick as appropriate)

I do not accept the above paragraph ☐

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

I accept the above paragraph ☐
(Please tick as appropriate)

I do not accept the above paragraph ☐

Signature: _____ **Date:** _____