



Internet Acceptable Use Policy

School Policies and Procedures of Stepaside Educate Together National School

Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Stepaside Educate Together National School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Stepaside Educate Together National School. The AUP will be revised regularly.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed. Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's Child Protection Policy.

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

Internet sessions will always be supervised. Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor Internet usage. Students and teachers 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. The use of personal floppy disks, pen drives, CD-ROMs or DVDs in school requires permission and all external software *must be scanned with anti-virus software* before use. Students 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.

World Wide Web Sites that the children use in school will be previewed by their teacher before use. Where possible, children will access websites by using Web Quests. Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g as a reward or for golden time etc. Teachers and students will be familiar with copyright issues relating to online learning. Students will never disclose or publicise personal information. All Internet users in Stepside Educate Together National School should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored. Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Email The teacher should set one e-mail address for classes for work online with partner schools. Emails will be opened by a teacher and printed for children who are participating in such projects. Students will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person. Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures. Students will never arrange a 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 their teacher.

Internet Chat Students will only have access to closed chat rooms, discussion forums or other electronic communication forums that have been approved by the school. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised. Students will not have access to closed chat room passwords. Usernames will be used to avoid disclosure of identity. Meetings with someone organised via Internet chat rooms and discussion forums is forbidden.

School Website Pupils will be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission. The publication of student work will be coordinated by a teacher. Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission. Digital photographs, audio or video clips of students will be published with permission using the school's standard permission form. Personal pupil information including name, home address and contact details will be omitted from school web pages. Pupils will continue to own the copyright on any work published.

Legislation

Internet users have been made aware of legislation relating to use of the Internet. Links have been provided on the "Favourites" menu, of each computer connected to the Internet, to the following:

Data Protection (Amendment) Act
2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/ZZA22Y1998.html>
Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
Video Recordings Act 1989
- <http://www.irishstatutebook.ie/ZZA22Y1989.html>
The Data Protection Act 1988
- <http://www.irishstatutebook.ie/ZZA25Y1988.html>

Support Structures

Websites offering support and advice in the area of Internet Safety have been listed on the "Favourites" menu of each computer connected to the Internet. The following is a selection:

NCTE - <http://www.ncte.ie/InternetSafety/>
Webwise - <http://www.webwise.ie/>
Make IT Secure - <http://makeitsecure.ie>
Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school: [Be Wise on the Net Information and Advice for Schools](#) [NCTE Internet Safety Awareness Education Programme Teachers' Handbook](#) SAFT Project (NCTE)

Online Learning

Guidelines for good online communication in Stepside ETNS:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via Aladdin or through an established app (eg. Seesaw, Class Dojo, Google Classroom).
5. Online platforms used by pupils of the school are for the purpose of learning only. They are not to be used to interact socially, for example, instant messaging with fellow pupils, emails between pupils etc.
6. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
7. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Class Dojo, Google Classroom etc.)
8. For video 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. For security reasons, passwords will be provided to families, where applicable.
10. Stepside ETNS cannot accept responsibility for the security of online platforms, in the event that they are hacked.

11. 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.
12. Under no circumstance should a parent contact a staff member via a social media account including facebook, instagram, twitter and or/ personal email addresses.
13. Under no circumstance should a pupil contact their teacher via Aladdin - this is for parent-teacher communication only.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 8.30am - 2:10pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

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.

For video calls (This includes all video platforms including zoom, google meets, google classroom etc): (for pupils)

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

For video calls (This includes all video platforms including zoom, google meets, google classroom etc): **(for parents/guardians)**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. If using zoom specifically, You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Sanctions

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.*Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.The school also reserves the right to report any illegal activities to the appropriate authorities. This policy was reviewed on 14th October 2020.

Signed: _____
Aidan Gallagher, Chairperson of the Board of Management SETNS

Date: