

Internet Acceptable Use Policy

School: Cadamstown N.S. (S. N. Baile Mhic Adaim), Moyvalley, Co. Kildare.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined below - will be imposed.

It is envisaged that BOM and parent representatives will review the AUP every three years.

This version of the AUP was updated and ratified by the BOM in February 2021.

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School's 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:

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. The school will regularly monitor pupils' internet usage

4. Students and teachers will be provided with training in the area of internet safety
5. Pupils will be taught to evaluate the content of internet sites
6. Uploading and downloading of non-approved material will not be permitted
7. Virus protection software will be used and updated on a regular basis
8. The use of non-school electronic equipment in school requires a teacher's permission e.g. iPods etc.
9. 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

Email

- Email will be used for educational purposes only
- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not send emails to or from school email.
- 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 and email attachments is subject to permission from their teacher.

Internet Chat

- Students will not have access to chat rooms, discussion forums or other electronic communication forums.

School Website

Designated teachers will manage the publication of material on the school website.

The following rules will apply to the school website:

- Pupils will be given the opportunity to publish creative writing (e.g. poems), projects, photos of artwork and science constructions and other schoolwork on the school's website.
- The publication of student work will be co-ordinated 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 express written permission.
- Photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will not be seen.
- Pupils will continue to own the copyright on any work published.

Education

- Cadamstown National School will undertake an education programme to educate children on the safe, responsible use of the Internet.
- 21st 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.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.

The school has signed up to the terms of service of the Online Platforms in use by the school.

The school has enabled the most up to date security and privacy features, which these Online Platforms provide.

If teachers are using Zoom, parents must consent by submitting their own email address for their child to access lessons on Zoom.

Parents must agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Zoom classes will be used when the following procedures are in place and agreed with parents:

- Password Protected Invite and password changed for each meeting - sent to the parents' email address
- No screen share enabled except for host
- Waiting room where children are admitted individually (this may need the addition of other adults SNA/s as co-hosts, checking names carefully against a class list)
- Zoom invite issued to parents' email on the day before meeting.
- Parents to be present in the house / room during the Zoom class
- When no Zoom classes are taking place, school work will be emailed out to the parent's email address either on a weekly or daily basis from the school classroom emails
- Parents are to use the school classroom emails set up by the teachers to communicate back any feedback, work or issues.
- Parents are not to contact teachers outside of school hours (After 3.10pm)
- If parents do wish or need to leave a message, after school hours, about a child not attending a Zoom Class, they may do so on the school classroom email being used for blended learning.
- Parents are not to contact teachers on their private email or telephone numbers.

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 website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

Cadamstown National School 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.

Legislation

The school will be aware of the following legislation relating to use of the internet which teachers and parents should familiarise themselves with:

- GDPR Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access

privileges. Parents/guardians will receive written notification of misuse by a pupil.

Roles and Responsibilities

All stakeholders involved in the education of pupils will take responsibility for implementing the policy.

Implementation Date

This policy was implemented in 2016.

Timetable for Review

This policy will be reviewed every three years.

Ratification and Communication

This revised policy was ratified by the Board of Management on the 17th February 2021.

Signed

Mr. Donal O'Sullivan

Chairman BOM

Martin Lynch

Principal

Date

17/02/2021

17/02/2021

Use of the Internet Permission Form

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

Name of School: Cadamstown N.S., Moyvalley, Co. Kildare.

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet (available under the 'Parents' tab on the School Website, www.cadamstownschool.ie). I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature (Parents can sign on behalf of the Pupil entering Junior Infants):

_____ Date: _____

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 in the unlikely event that pupils access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that my child's photo and schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy in this regard.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to Distance Learning, in circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the principal as platforms to assist with remote teaching where necessary. Parents must help facilitate this and agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

I accept the above paragraph I do not accept the above paragraph
(Please tick as appropriate)

Signature: _____ Date: _____