Acceptable Usage Policy
Cong National School

The aim of this Acceptable Use Policy for Cong National School 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 Therefore, if the school Al-JP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in this AUP will be imposed. School staff have reviewed current provision and have updated the policy in the area of distance teaching and learning as of January, 2024.

At the time of new pupil enrolment, the AUP will be given to the new pupil's parent(s) along with the consent form for using images of children for school purpose, for their reading to ensure that conditions of use are accepted and understood by all. Parental consent forms will be signed and returned to the Principal & lnfant Teacher prior to school commencement.

See appendix 1 & 2 AUP Letter to parents and Consent Form

See appendix 5 Consent Form for Use of Images for School Purposes

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet access will only be permitted when the teacher is in the classroom • Teacher permission will always be required to access the internet.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (Level 5 Filter on teachers devices)
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of Internet safety as need arises.
- 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 memory sticks, CDs, DVDs, or other digital storage media in school requires a teacher's permission before being used in a class situation.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (Reference to: School Anti Bullying Procedures)

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. The filtering system is designed and employed to block such sites but its effective operation cannot be fully guaranteed.

- Students will report accidental accessing of inappropriate materials in accordance with school procedures.

- Students will use the Internet for educational purposes only.

- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

- Students will never disclose or publicise personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

- Students will be taught in class that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts under supervision by or with permission from a 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 will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know online - Students will be made aware that sending and receiving files is subject to permission from their teacher.

Internet Chat

- Students will only have access to discussion forums or other electronic communication forums that have been approved by the school.

- Usernames will be used to avoid disclosure of identity and pupil-to-pupil on-line interaction buttons will be switched off such as with See-Saw.

- Face-to-Face meetings with someone organised via Internet chat will be forbidden unless specifically allowed for the class teacher for educational purposes.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's 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 co-ordinated by a designated person within the school staff.

- 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.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content that is focusing on <u>individual students</u> can be published on the school website with parental permission as per Appendix 5 - (ie. a pupil's picture & name will not appear together on the school website).

- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school will ensure that the image files are appropriately named - will not use pupils' names in image file names or ALT tags if published on the web. Individual photos of pupils will not be used on the school website.

• Pupils will continue to own the copyright on any work published.

Direct Communication using Internet / Remote Teaching

Teachers in the school may use Seesaw, Zoom, Google Classroom or other school approved tools for classroom communication where necessary. Some of these tools provide video opportunities, whereby a staff member speaks directly to the children live. The staff member in this case invites the pupils and their families to these meetings using a safe and secure link that requires a code. The following are guidelines for such meetings:

All meetings will <u>have two staff members present</u>

All meetings will be <u>password protected</u> and <u>invitations will be sent individually to the parents email</u> or through a secured link on seesaw.

All people involved in the meeting will conduct themselves in a manner similar to that expected in a regular classroom situation

A <u>family member is expected to be close by</u> when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil

<u>Staff will not meet any child alone</u> using an online meeting

While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be

deemed as inappropriate may result in the child's removal from the lesson, or where appropriate, a referral to Child Protection services.

Rules when engaging in Zoom Lessons.

<u>Seesaw online Platform</u> may be used within school as a learning portfolio record and also where remote teaching is necessary. The individual teacher using the online platform must make sure to sign up to the terms of service on behalf of the school and has enabled the most up to date security and privacy features which these online platforms provide.

Parents/guardians will be provided with the password for access via email and will be expected to monitor their child's use of the agreed online platform(s). Parents will be requested to give consent by emailing the teacher of the class.

Parents/guardians must agree to monitor the child's participation on remote learning platform(s) at all times.

Rules when using clips from YouTube in Lessons.

Teacher approved links to some YouTube videos that are deemed useful to compliment work set out may also be used as part of teaching and learning. The following <u>guidelines will support staff in ensuring that there is safe access to such youtube links:</u>

- Teachers must view all videos in full before showing/sharing with pupils
- Teachers must remove advertisements and additional links by using appropriate safe search resources. If a teacher is unsure of the process they should seek support from the principal /other teaching staff or a member of the PDST technology support team.
- Any misuse of youtube must be reported to the Principal.
- If sending a link via parent's email teachers must ensure that individual emails are generated for each family.

- <u>Personal Devices In school or being loaned out for Distance Learning</u>

- <u>Devices not authorised in school</u> will be confiscated and returned when collected by parent/guardian.

- <u>Devices loaned to the home environment for the purposes of remote learning</u> must have an agreement signed by both parties for the care and usage of the device for the designated child. Parents take on full responsibility for monitoring their child's device on loan, ensuring that it is only used for educational purpose during remote learning.

- See appendix 5 – Re Care for Assisted Technology Devices

Consent for Using Images of Children for school purposes

Schools need and welcome positive publicity. Making use of photographs of class activities, whole school celebrations can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements.

However photographs should be used in a responsible way. Thus at Cong NS we endeavour to respect children's and parents' rights of privacy and are aware of potential child protections issues.

Photographs are often used in classroom displays, publicity for the school in local papers or local magazines and publications. Photographs may also be used on our school website and other social media sites.We may also make video recordings for educational purposes, competitions, monitoring or other events.

From time to time our school may be visited by the media, who may take photographs or video footage of a high profile event. Students will often appear in these images, which may appear in local or national papers, websites or on televised programmes.

We may also be asked to create photographic/video displays to support fundraising events to benefit school projects.

When we attend local events on celebratory occasions, photographs and video footage may be taken of your child.

To comply with Data Protection Act 1998, we need your permission as parent(s) before we can photograph or make any recordings of your child for publication purposes.

In the following consent form we would ask you to answer the questions carefully and then sign and date the form where shown:

Legislation

The school will take cognisance of the following pieces of legislation:

- GDPR 2018
- Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989 • Children First Act 2015
- Children First National Guidance for the Protection of Children 2017

Support Structures and Education

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

The school's policy is to look for opportunities across the curriculum to reinforce online safety messages. Teachers will provide classes on safe and responsible use of the internet. These lessons will be sourced from :

° NCTE internet safety awareness video

• www.webwise.ie (support materials for students/parents and staff)

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.

This policy was agreed and ratified by Cong N.S. Board of Management on the

_____of _____2024.

Signed:_____ Chairperson.

Signed: _____ Principal.

- Online Learning Platform Zoom

Rules for Student Participation

- Log in on time

- Find a quiet space at a desk/table free from distractions

- Have all your books/pencil/biro ready

- Have an adult nearby in case you need help

- Stay seated at all times

- Listen carefully

- Raise your hand

- Follow directions

- Stay muted until it is your turn to speak

- Keep your camera on at all times and no recording of the class allowed.

- Parents are asked to ensure that pupils are not eating on camera during Zoom lessons

Appendix 4

St Joseph's National School, Cong, Co. Mayo Ph: 094-9546725
Roll: 13686L

Scoil Náisuínta, Iosef Naofa, Cunga Feichín, Clár Chlainne Mhuiris, Co

Cong Abbey
(1120)

A Chara,

Your child's Assistive Technology Device is being sent home today to aid your child's learning remotely.

The conditions of this arrangement are as follows:

a)   Your child's device MUST not be used for any other purpose other than the Educational programme of work set by your child's teachers.

b)   The device (plus chargers, ear phones, cases etc.) MUST return to school on its reopening and MUST return in the condition they were received. Please sign this Contract of Care if you agree to these conditions.

_____

Parent

_____

School Principal,

Cong N.S.

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise.

The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?

2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?

3. Given that an AUP is in place, can the school confidently address the following scenarios?

o A student is found using a chat room to arrange a face-to-face meeting with a friend.

o The school uses filtering software but a student accidentally accesses a pornographic website while in your care.

o A student publishes defamatory information on a personal website about a peer.

4. Has the Al-JP had a positive impact on curriculum delivery?

5. Has internal or external expertise assisted the formulation or reformulation of the

6. Has the school discussed the use of the Internet with parents and guardians?

7. Has the AUP as a code of Internet use transferred to home use?

8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?

9. Are teachers' and students' Internet safety training needs being met?

Appendix 1
Internet Safety: Acceptable Use Policy, Cong National School

Re: Internet Permission Form

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed).

It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family. Please refer to the webwise website for more information at www.webwise.ie.

Yours sincerely,

_____

Principal, Cong National School.

In relation to the school website, I accept that, if the school considers 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.

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

(Please tick as appropriate)

Signature:————————————————————Date:——————————

Address:————————————————————————

————————————————————————

————————————————————————

————————————————————————

Telephone Number:————————————————————

Cong National School Photography Parental Consent Form

Child's Name _____ _____

I consent:

To having my child's photograph taken for the school's promotional purposes as deemed appropriate by the school management.

To having my child's image used on the school website.

To having my child's image recorded on video.

To having my child being photographed or filmed in any press/public event in which the school is taking part.

To having my child's photograph published in a press or local publication.

I give permission for the school to take photographs for the above purposes. I understand that my child's name will not appear with the photograph.

Signed   Date

_____ _____

      Parental Signature