

Internet Usage Policy Harold's Cross NS

Reviewed and amended in January 2019 by staff and the Board of Management

Sanctioned on 17.01.19

Signed: Denis Smith, Acting Chairperson

INTERNET ACCEPTABLE USAGE POLICY

Vision Statement:

Harold's Cross National School values the contribution that eLearning can make for the benefit of all pupils, staff and parents. It is our vision that ICT be integrated into all subject areas of the curriculum to support and enhance teaching and learning experiences and improve learning opportunities for pupils with special educational needs. We envisage ICT as providing opportunity for home/school/community linkage and endeavor to develop an e-learning culture within the school and its wider community.

All members of the school community have a responsibility for promoting and supporting safe behaviours in their workplace and follow school e-safety procedures. Internet safety, responsibility and computer etiquette will be encouraged among all pupils and staff members and teaching staff will be provided with the opportunity and environment for professional development in the area of ICT.

At Harold's Cross we will ensure that there are sufficient quality ICT resources, digital learning resources and learning spaces for staff and children to develop their skills and to use ICT as an exciting, engaging and creative medium for expression. ICT will also provide a means of monitoring assessment information to identify achievement and address underachievement.

AIM:

The aim of this Acceptable Usage Policy is to ensure that the pupils of Harold's Cross National School 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

SCHOOL STRATEGY

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

Internet Access -Pupils

- Pupil access to the Internet will be provided and only permitted upon submission of permission form by parents of students. (signed by parents on acceptance of a place in Harold's Cross NS)
- Internet sessions will always be supervised by a teacher and Internet usage will be monitored regularly.
- Students and teachers will be provided with training and guidance in the area of internet safety.
- Virus protection software is used and updated on a regular basis.
- The use of personal data storage devices or CD-ROMs in school requires a teacher's permission.
- A filtering system is currently in use via the NCTE in order to minimize the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.
- The school has developed its Anti-Bullying Policy with specific reference to cyber bullying and this must be adhered to by all students.

Children First National Guidance 2017 and the Anti-Bullying Procedures provide that in cases of serious instances of bullying where the behaviour is regarded as possibly abusive, a referral may need to be made to Tusla or An Garda Síochána as appropriate. Where school personnel have concerns about a child arising from **alleged cyber- bullying behaviour** but are not sure whether to report the matter to Tusla, the designated liaison person shall seek advice from Tusla in accordance with the procedures set out in chapter 5 of these procedures

Drawn up 2006. Amended 2012 reviewed and amended Oct. 12. Reviewed and Ratified by BOM – 9th of Oct 2012. Reviewed and amended in April 2018, November, 29th, 2018 and again in January, 2019, May 2020

World Wide Web

- Students will use the Internet for educational purposes only and will not visit inappropriate sites (i.e. those containing obscene, illegal, hateful or otherwise objectionable materials) or social networking sites.
- Students will never disclose or publicise personal information pertaining to themselves or others. Students will be made 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.

Safe use of the Internet – Staff:

Web access is provided for school use. Reasonable personal use is permitted provided it is lawful, ethical and takes place during authorised breaks.

It is every teacher's responsibility to ensure they use the internet safely and are au fait with the school's Acceptable Usage Policy.

Staff should not view or download anything that others may find offensive, illegal, obscene and defamatory. This includes, but is not limited to pornography, racism, terrorist sites

Staff should not download anything that is likely to be covered by copyright. This includes, but is not limited to music, pictures, software and movies

Staff should not visit the "high-risk" site categories shown below. Although their content appears to be free, it is often funded by installing spyware on your computer.

- Free screensavers and smileys
- Free music downloads or ring tones
- Free software and serial numbers (also known as cracks)
- Adult material including films from streaming sites (moviebox)

Email –Staff:

The school's email systems are provided for school use. Reasonable personal use is permitted provided it is lawful and ethical. The school reserves the right to monitor school emails to ensure compliance with policy. Staff/pupils should note that once a message is sent, one has no further control over who reads it.

Protocols-

Staff are to use the same care drafting an email message as they would use when writing a letter or memo on headed paper.

A message should be concise, relevant and sent only to the people that need to read it.

Any communication which makes one feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature should not be responded to. The principal/deputy principal/or ICT coordinator should be immediately informed.

Personal email accounts should not be used for any school business or communication.

Sensitive or confidential information such as IEPs should be encrypted and sent only internally to relevant parties, using school email addresses. Pupil logs should contain initials rather than names and only be shared between relevant parties.

At the end of the school year, providing up to date copies have been sent to the office, IEPs and other confidential files which contain sensitive information should be deleted from laptops and online storage (G-drive, e-mail) where pupils will be no longer be in the same teacher's care.

Do not send or forward anything that is illegal, obscene, others may find offensive, may be defamatory or harassing. Do not circulate non- school related material using the school e-mail system. This includes but is not limited to chain letters, jokes, virus warnings, software

Email- Pupils:

- Students will only use approved class email accounts which are monitored by a teacher.
- Students will note that sending and receiving email attachments is subject to permission from their 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.
- Students will not reveal any personal details such as addresses, telephone numbers or pictures via email.
- Students will never arrange face-to-face meetings with someone they know only through emails or the Internet.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Any chat rooms or forums visited must be educational in nature and used for educational purposes.
- Internet chat will always be supervised by a teacher.
- Usernames will be used when necessary to avoid disclosure of identity.

Data Protection Responsibilities:

All teachers are responsible for ensuring the confidentiality of a student's data.

Staff must ensure they log out of your user account when not in their classrooms and that their computer is shut down at the end of each day.

Supply teachers are to use supply/guest account on laptops

Passwords are not to be disclosed to anyone other than ICT coordinator/Principal.

If student information is held on a USB, it must be encrypted.

When distributing information codes/abbreviations rather than names are to be used.

If personal data (data that identifies a living individual) is processed in the course of a teacher's work, this must be done in accordance with General Data Protection Regulation (GDPR) May 2018.

When communicating information via email, names are not to be put in the subject bar.

Sensitive information is not to be viewed in public areas.

Any printed documents containing sensitive information are to be collected promptly from the printer in person.

School Website

Drawn up 2006. Amended 2012 reviewed and amended Oct. 12. Reviewed and Ratified by BOM – 9th of Oct 2012. Reviewed and amended in April 2018, November, 29th, 2018 and again in January, 2019, May 2020

- Students may create projects, artwork or schoolwork for publication on the World Wide Web.
- The publication of student work will be coordinated by the class teacher and I.T. post holder and website maintenance 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.
- Personal pupils' information will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Teachers will select work to be published and decide on the appropriateness of such.

Addendum to AUP Policy (May 2020):

Online Learning During School Closures

During times of unexpected closures, the school will have systems in place to provide materials, resources, reassurance, advice and support on a regular basis to all pupils where possible.

Teachers will provide guided materials and assignments through use of email, Seesaw or the Google Classroom and the opportunity for regular face-to-face, online contact between pupils and teachers will be arranged. Parents will be encouraged and guided where necessary in supporting their children during learning at home. In lieu of congregating within the school building, meetings between staff members will take place at agreed times using the school's agreed video conferencing platform.

It is expected that students, staff and parents will use any online platform in a professional and ethical manner for the purpose of teaching, learning, assessment and the provision of holistic support only. In order to ensure that both students and staff benefit from this way of teaching, all contact between staff, parents and pupils via email, Seesaw or the Google Classroom will be of a professional nature, relating directly to educational issues. All protocols included in the school's current AUP regarding online behaviours are applicable to HCNS home learning and online contact between the school, its staff, parents and pupils.

FILTERING

Websites accessed on the Schools Broadband Network go through a level of filtering to try to ensure that inappropriate sites are excluded. Websites are put into categories, which in turn are divided across the filtering levels. Access to a website depends upon its category, and the filtering level that a school has applied for. There are 6 levels of filtering and all 6 content filtering levels are designed to block content of an illegal or pornographic nature.

Harold's Cross is currently using Level 4 filtering which gives access to millions of websites including games and also allows access to 'YouTube', 'personal storage category', such as Dropbox and Flickr, and other similar types of sites.

Access to 'YouTube', 'personal storage category', such as Dropbox and Flickr, and other similar types of sites will be teacher access only and pupils will not be allowed to access them.

All clips shown to pupils will be of an educational nature and previewed by the teacher prior to pupil viewing.

Safe use of the school network and digital technologies

It is every teacher's responsibility-

- To maintain hardware in their use and report any faults as they occur to the relevant party.
- To maintain all equipment used in good working order (filters cleaned etc.) and any issues reported to ICT coordinator.

- To ensure all equipment such as Activpanels, IWBs and projectors are turned off fully at the end of each school day.
- To ensure all devices such as laptops and ipads are stored in the office safe during school holidays and locked in drawers or cupboards when the classroom remains unlocked overnight or at weekends.

LEGISLATION:

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

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

SUPPORT STRUCTURES

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

Staff are reminded/updated about e-safety regularly and new staff and students receive information on the school's Acceptable Usage Policy as part of their induction. Substitute teachers and student teachers are provided with a copy of the school's Acceptable Usage Policy.

Sanctions:

Misuse of the Internet may 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.

Review and Implementation:

This policy was originally created on the 29th March 2006 by Ms. Alia Dillon, ICT Coordinator and Ms. B. Kehoe, Principal.

It was reviewed in June 2010 by the E-Learning Team and the BOM.

It was further reviewed in April 2018 following the adoption by the Board of new protocols and procedures in relation to Child Safeguarding and again in November 2018, January 2019 and May 2020. Going forward it will be reviewed in 2023 or as the need arises

LETTER TO PARENTS/GUARDIANS

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 (copy attached). It is important that this 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 AUP.

Having read the terms of our school's AUP, 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.

Online Communication Protocols

Rationale:

The purpose of providing this platform (Google Meet) is as follows:

To provide structured teaching and learning experiences.

To assign and correct work.

To answer any questions pupils might have about a subject or activity.

To touch base with the pupils and give them a platform where they can see their friends and participate in supervised chat.

Protocols for Online Class Meetings

Staff

- Teachers will set up a nickname Google Meet for each class meeting.
- Provide clear instructions to students/ parents on how they can access the meeting.
- Teachers will be in the meeting room in advance of the pupils.
- Teachers should be in a quiet space with a simple background behind them.
- Teachers will remind students of the rules for engaging in online meetings.
- Teachers may choose to meet with students with class and SEN/SNAs present
- Teachers may choose to have their camera turned off.
- Teachers must have all other tabs closed if they choose to present anything in the meeting.
- A timetable will be drawn up for all classes. Relevant times and days will be shared with families.
- **Teachers will mute and/or remove students who do not follow the rules.**

Pupils

- Students are bound by the school 'Code of Behaviour' and all sanctions therein will apply to these meets.
- Students are to be prepared and set up and ready before joining the meeting. Students are only allowed to enter the meeting room at the assigned time using their proper name.
- Students are to remain seated for the duration of the meeting.
- Meeting conditions are to replicate classroom conditions eg. Sitting upright, paying attention, taking turns speaking, using appropriate language.
- Wear appropriate clothing while participating in online meetings.
- No eating or drinking is permitted during an online meeting. (If parents approve water is permitted)
- Devices are to be placed on a flat surface (to ensure sound isn't muffled and the video remains steady.)
- Students must be in a public room in the house with a parent in the vicinity, no pupil may participate from a bedroom or other private space within a home.
- Students should be in a quiet space with a simple background behind them. The background, where possible, should not include thoroughfares or active spaces that might accidentally lead to inappropriate views or distractions.
- Refrain from the use of mobile phones and/or other devices during class time.
- The use of any recording devices/ taking screenshots is prohibited.
- Toys and pets are not to attend meetings unless requested by the teacher.
- Students are to refrain from using the chat function unless instructed by the teacher. Use the chat only to post relevant questions and comments.

- If a student needs to move away from the screen at any time during the meeting, they must ask the teacher's permission and the video function needs to be paused until ready to be part of the meeting again.
- Students are not allowed to share their screen unless requested by their teacher.
- **Teachers will mute and/or remove students who do not follow the rules.**

Parents

- **Prior to a child participating in video conferencing, their parent/guardian must give written permission for their child to access the video conferencing.**
- Parents are responsible for their child's behaviour online during these meetings.
- Set up your child in a well-lit area away from noise and distraction.
- Ensure other children, pets etc. are not in the background of the meet.
- Ensure devices such as the radio or the TV are not audible on the student's mic.
- Ensure there are not household conversations happening that can be overheard by the student's mic.
- Ensure the child is prepared and ready in advance (any resources at hand, no toilet breaks)
- Parents can choose for their child to have the camera turned off during the meeting.
- With senior students, stay in the vicinity of the child for the duration of the meeting. Do not leave them in a room on their own.
- With younger students, you are welcome to sit quietly by your child to support them. Help them and their teacher by keeping your child seated, keeping the camera stabilized and remind them to follow directions.
- While supporting your child and keeping them on task, please ensure all language used is appropriate and respectful.
- Do not record the meeting, use any recording devices or take screenshots while the meeting is taking place. All recording is in breach of GDPR regulations and any breaches by students and/ or parents will be reported to the Data Commissioner and the Gardaí.
- If the connection is spotty or if there are technical difficulties please exit the meeting and try to reload the page. If issues persist, email the teacher **after** the meeting.
- If any parents have any concerns they are to follow up, by email, **after** the meeting.
- **Teachers will mute and/or remove students who do not follow the rules.**



Remote Learning Permissions
Valid from October 2020 – October 2023

During times when it is necessary for groups or classes of pupils to undertake remote learning, it will be required that teachers communicate online with their pupils. Protocols have been put in place, and the school Acceptable Usage Policy addended to reflect this requirement. Please familiarise yourself and your child with the Protocols for Online Class Meetings and School Acceptable Usage Policy which are also available on the school website. If you are unable to download or view the document, please contact the school.

Permissions

PROTOCOLS

I want my child to participate in Google Meets and accompanying remote learning activities.
I understand there may be occasions when it is necessary for my child to participate in supervised Google Meets within the school building along with other pupils who are joining the meet from their home and I am happy for my child to participate in the Google Meet in this situation.

My child and I agree to be bound by the set protocols for such meetings.

Parent’s name: _____ **Signature:** _____

Child’s name: _____ **Signature:** _____

ACCEPTABLE USAGE POLICY

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy (AUP) and grant permission for my son/daughter or the child in my care to access the Internet whilst in school. I agree to adhere to the school’s Acceptable Usage Policy (signed also on enrolment at HCNS) and any addenda.

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

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 school’s website. I understand and accept the terms of the AUP relating to publishing children’s work on the school website.

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

Signature: _____ Date: _____

Class: _____