Scoil Naomh Lorcán O'Tuathail
(St. Laurence O'Toole's National School)

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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. It is envisaged that the AUP will be reviewed regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood by all staff, parents/guardians and pupils. It is assumed that the parents accept the terms of the AUP unless specifically notified. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions (as outlined in the School's Code of Behaviour) will be imposed.

This version of the AUP was amended in February 2021 to include the whole school strategies and approaches to Distance Learning and Remote Teaching.

School's Strategy for use of Digital Technologies

The school will employ several strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering from NCTE will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal CD-ROMS or USB keys in school requires a teacher's permission.
- **All laptops, tablets and ipads and hardware infrastructure are the property of the school, which are for express school purposes only.**
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)

Pupil Usage

1) **World Wide Web:**

The benefits educationally of the WWW to the pupils are vast. However, the school recognizes that there is an array of unsuitable and offensive material available too. There is a filter system in place in the school to block access to such sites. Furthermore, through educating the children in how to use the Internet appropriately and encouraging the use of

this Acceptable Usage Policy in partnership with home and school, it is envisaged that the children will be better prepared for living and working in the Information Technology Age.

This will be achieved in the following ways:

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- All or any correspondence can be examined by the teacher or supervisor at any time.
- No Chat Room sessions
- Downloads only allowed after permission from a teacher.
- Where possible sites will be previewed by a teacher.
- Internet will not be left running during breaks
- Specific instructions/ tasks will be assigned on WWW rather than browsing aimlessly.
- Use of a 'Favourites' folder for regularly visited sites
- Any encounter with information that threatens, demeans or otherwise makes the child uncomfortable will be dealt with appropriately.
- All children will be made aware of these rules and their responsibilities.
- Children will be educated regarding internet safety through webwise.ie
- 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.

2) **Email:**

- Students will 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, 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 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 attachments is subject to permission from their teacher. (Teacher access)

3) **Internet Chat:**

- The pupils will not have access to chat rooms.

Staff Usage

- All laptops, tablets, ipads and hardware infrastructure are the property of the school, which are for express school purposes only.
- Teachers should not store personal files on school devices (cf. Data Protection Policy)
- All devices must be locked, and password protected at all times (cf. Data Protection Policy)

- It is the responsibility of each teacher/member of staff to ensure that school property is taken care of and not left unattended at any time.
- Internet and email usage provided by the school is for educational purposes. However, the school acknowledges that staff use private internet and email facilities for personal purposes and the school continues to permit *reasonable personal use* by staff of its internet and email facilities. All apps/email must be logged out of fully after use for personal usage.

School Website

The school website is currently located at the following address: https://www.roundwoodns.ie/which contains a link to the school blog.https://roundwoodns.scoilnet.ie/blog/

- 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.
- This work is posted on the school blog only which is accessed through a link on the school website.
- The blog will be checked regularly by the 'Site Administrator' 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 the class teacher and published to the school blog on approval by the 'Site Administrator'.
- The settings for the school blog currently do not allow comments, trackbacks or pingbacks.
- Pupil's work will appear in an educational context only.
- The school will only use photographs, audio or video clips focusing on group activities. Content focusing on an individual will not be published without written parental permission.
- Personal pupil information including home address and contact details will be omitted from school blog.
- Photographs of pupils will not have any names attached to them or have ALT tags if published on the web.
- Photos published on the blog and other work will be password protected and only accessible by the relevant pupil's families.
- The pupils will continue to maintain copyright on any and all of their work published on the blog.

Personal Devices

- Students are not permitted to bring their own devices (tablets or phones) into the classroom. Any such device if brought to school, must be left in the office or with the principal during school hours.
- In certain circumstances, children may be granted permission to bring devices into school – for educational or medical reasons. This permission will be granted by the principal and devices are only to be used for purposes granted.

- Use of devices in classrooms will be monitored and evaluated through individual pupil Assistive Technology Plans.

Guidelines for good online Communication in St Laurence O'Toole's N.S:

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- St Laurence O'Toole's NS cannot accept responsibility for the security of online platforms, if they are hacked.
- Communication using a mobile phone will not be frequent, but in the case where it is necessary, staff members will ensure that their caller ID is private.

Direct Communication using Internet and specific programmes for delivering lessons and or assigning activities online.

Teachers in the school have several tools for classroom communication. Zoom, Seesaw and Microsoft Teams are three such tools employed by staff in St. Laurence O' Toole's N.S.

Zoom

Zoom provides synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code.

The following are ground rules for synchronous lessons online (cf. Zoom guidelines attached):

- Under no circumstances can pictures or recording to be taken of video calls.
- All meetings will be password protected.
- New links will be sent for Zoom calls each week from teachers to pupils. These links will be sent through Seesaw.
- Two staff members must jointly host each meeting to ensure that if there are connection issues etc that the meeting can progress regardless and for child safeguarding.

- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to "eject" any person being disruptive from a synchronous lesson.
- 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.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- 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.

See Saw

St. Laurence O'Toole's N.S. has adopted Seesaw as the primary platform for Remote Learning. Each child has a unique Seesaw profile. Personal access codes are emailed to the parents of each individual pupil. The parents have access to their child's profile and folder of work. The teacher maintains access to every pupil's folder of work.

- There is a function in See Saw whereby the parents can contact the teacher directly. Parents can contact teachers through See Saw in relation to issues regarding work assigned. Communication through See Saw is not for general queries which must continue to be made through the school email or contacting the school office.
- The Principal is a co-teacher in all See Saw classrooms to ensure accountability, school planning and development and to monitor teaching and learning within the school.
- Under no circumstances can pictures or recordings be taken of pre-recorded lessons and used/shared on other online sites.
- Children cannot share posts/videos with other children in their class (cf. Child Protection Risk Assessment).
- Teachers may share photos of children with their own class to complement class teaching – no full names of pupils will be attached to pictures of children in this instance.
- Any videos posted by children will be viewed, approved, and deleted by teachers immediately to ensure that there are no videos left on See Saw for longer periods of time than necessary from a child protection point of view.

- Videos made by children must be posted up onto Seesaw by their parents and/or parents must view all content that is posted by their child(ren).

Microsoft Teams

- All staff communicate and work through Microsoft Office. Within this is Microsoft Teams which is another platform for delivering Direct Communication using the Internet. This is currently held in reserve as a back-up and alternative to cover any issues with Zoom.

Guidelines for staff members using online communication methods:

- Under no circumstances can pictures or recordings be taken of video calls.
- Two staff members must be present during all video calls for Child Safeguarding.
- Staff members will communicate with pupils and families during the hours of 9.20am - 3pm, where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff members will report any concerns of a child protection nature to the DLP as per the school's Child Safeguarding Statement.
- Staff members will notify parents/guardians of the date, time and password for a video call. This will be sent via Seesaw.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
- Staff may send out links to educational apps/websites for parents and pupils to access. By clicking on these links, parents/guardians, are giving their consent for use.

Rules for pupils using online communication methods

For submitting learning:

- Submit work and pictures that are appropriate - have an adult look at your work before you send it.
- Use kind and friendly words.

For video calls/Zoom:

- Pictures or recordings of the video call are not allowed.

- Remember our school rules - they are still in place, even online. All pupils have completed a Digital Citizenship lesson in Autumn 2020.
- Set up your device in a quiet space, with no distractions in the background.
- You must be seated on a chair and ideally at a table to help concentration (no lying in beds /couches).
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.

For video calls/Zoom

- Children must be supervised during video calls.
- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- 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.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- 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.
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- Participants in the call should be dressed appropriately.
- 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.

Legislation

The school will refer to and provide information where necessary on the following legislation in relation to the safe use of the Internet.

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1998

Support Structures

The school will endeavour to have support structures in place for the pupils, staff and parents of Roundwood NS.

- Annual internet safety and cyber bullying talks from 3rd to 6th Class.
- Community Gardaí links with the school in relation to internet safety and cyber bullying.
- The school will provide information on support structures that deal with illegal material or harmful use of the internet.
- The school will provide regular internet safety and cyber bullying talks for parents in the school.
- The school will follow the 'Webwise' internet safety programme.

Code of Behaviour / Discipline:

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.

Sanctions during Remote Learning:

Attendance at live video calls is regarded by the school as attendance at 'school' and therefore the behaviours on video calls must be in line with our school's Code of Behaviour.

Failure to follow class rules during video calls or with use of videos/photos on Seesaw will be dealt with through our Code of Behaviour.

- Pupils may be exited from video calls due to inappropriate behaviour
- Parents will be informed of behaviour.
- Letters will be emailed to parents, detailing incident and follow-up expectations from pupil.

Review

This policy was reviewed on 16th February 2021 and has been updated as per Departmental guidelines.

Signed:

Chairperson of the BOM

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Zoom Meeting Guidelines

The Board of Management has drawn up these guidelines to ensure the maximum safety for all when participating in live interactions, specifically the use of Zoom as a platform for engagement.

All school policies apply to pupils during participation in Zoom meetings, in particular, the Code of Behaviour and the Anti-bullying Policy.

- It is important to think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room.
- Join early – up to 5 minutes before the meeting start time.
- **A parent or guardian must be present** when the Zoom meeting is taking place.
- Recordings/Photos of Zoom meetings is prohibited.
- Correct names must be used in profile page (no slang/pictures inserted on screen)
- Chat function will be disabled during meetings. Children can send note to teacher if they need to be readmitted.
- All pupils must be appropriately dressed for all Zoom calls
- Have your video on unless you are experiencing connection issues
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera. It is important to check that you have good lighting, good angle and a plain background. Avoid poor lighting, backlit by window, busy background
- Mute your microphone when not talking
- Try to avoid talking over / at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc.

The Board of Management   **February 2021**