



Acceptable Use Policy 2021

Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, in its largely unregulated state, the internet can also present a number of risks for children and therefore these guidelines will be followed when using the internet in school. This policy should be read in conjunction with the school's Code of Behaviour, Anti-bullying Policy, Child Safeguarding Statement, Health and Safety policy, Data Protection Policy, Mobile Phone and Electronic Devices Policy and ICT Policy. The Acceptable Use Policy applies to pupils, staff members, volunteers, carers and others who have access to and are users of the internet in St Corbans. The Acceptable Use Policy applies to all of the school's devices including all computers, iPads, netbooks, laptops, smartphones and other IT resources that connect to the school's network.

Aims

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils and staff will benefit from learning opportunities and facilities offered by the school's internet resources in a safe and effective manner.

Purpose

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using current and future school technologies. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in the St Corban's Code of Behaviour. This policy should therefore be read in conjunction with the St Corban's Code of Behaviour and the Anti-Bullying Policy.

Scope

This policy has been drawn up to protect our students from the risks associated with the Internet while they are at school. Parents and Guardians are advised however that while the children may be given internet based homework assignments from time to time, the school takes no responsibility for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

General

In school:

- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school currently uses the PDST content filtering level four. See Appendix 2.
- Websites will be previewed and evaluated by a teacher to ensure that they are age appropriate and adhere to the conditions of this AUP before being integrated into lessons conducted using school devices, including Interactive Flat Screens.
- The school will regularly monitor pupils' Internet usage.
- The Principal and Digital Learning Team may review browsing history on school devices on a regular basis.

- Pupils will be provided with training in the area of Internet safety usually during Internet Safety week. Webwise resources will be used as outlined in our SPHE Policy.
- Students, parents and staff are advised to visit websites such as www.webwise.ie for information on the safe usage of the internet.
- Staff will receive regular opportunities for CPD on Internet Safety
- Uploading and downloading of software, music or videos by students will not be permitted without prior permission from a staff member
- Virus protection software will be used and updated on a regular basis
- The use of external drives, memory sticks, CD-ROMS, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring themselves, their family or the school into disrepute. They will observe good 'netiquette' (i.e. etiquette on the internet) at all times. Good netiquette will be demonstrated to the children through activities on sites such as www.webwise.ie

Pupils' use of the Internet

Pupils are responsible for their own good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service to minimise the risk of exposure to inappropriate material. However, no filtering service is completely fool-proof and therefore pupils will be supervised during the use of the internet.

Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Disclose or publicise their own or another person's personal information.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the uploading or creation of viruses.

Parents consent to their child using the internet in school and agree to abide by the school policy by giving written consent on the Enrolment Forms. This consent lasts for the duration of the child's time in the school unless it is revoked by parents in writing.

Organisation and Management of Internet Use

Teachers will select sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access in school will be supervised. Teachers will ensure that pupils understand appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Children's Use of Email, Messaging and Social Networks

Pupils have been provided with an email address as part of the allocation of Google accounts for the G Suite for Education. These email addresses are used to sign in to Google Classroom and other apps used in conjunction with Google Classroom e.g. Google Docs and Slides. However, Gmail has been deactivated for pupils through the Google Admin Console and therefore, pupils will not use the assigned addresses for email purposes.

The use of chat rooms, messaging services or social networking sites is forbidden unless for school use and teacher permission is given.

Violations of this Acceptable Use Policy

Internet use and access is considered a school resource and privilege. Therefore, violations of this policy in St Corbans may have disciplinary repercussions and appropriate sanctions will be imposed in accordance with the St Corbans BNS Code of Behaviour and Anti-Bullying Policy.

Such sanctions may include but are not limited to:

- ◆ Verbal reprimand
- ◆ Notification to parents/guardians in most cases.
- ◆ Written warning
- ◆ Suspension of ICT privileges
- ◆ In extreme cases, suspension or exclusion

The school also reserves the right to report any illegal activities to the appropriate authorities. Should serious online safety incidents occur, the Principal and the Board of Management must be informed. We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

Staff Use of Email and the Internet

Members of staff are encouraged to use various online resources in their teaching and learning activities, to conduct research and for contact with others. Each member of staff has access to a school email address as part of his/her work, protected by the use of a confidential password which should be kept secure.

- The use of email for personal use is acceptable outside of teaching hours.
- When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- School printers may be used to print downloaded materials associated with school activities.
- All users are expected to communicate in a professional manner.
- It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.
- A serious breach may be treated as a disciplinary matter.
- No person will in any way alter the filtering preferences.

School Strategies

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

Internet

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Pupils 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.
- Pupils will be 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.

Email contact with teachers:

- Pupils in our school do not use their school Google account for sending or receiving emails. Gmail is deactivated for their accounts. Pupils do not use personal email accounts to contact the teacher.
- Parents have access to teachers' email addresses. Any questions or queries must be sent from the parents' email account.
- Teachers will be available by email from 08:40am until 3:00pm each day. Any emails received after 3:00pm will be responded to on the next school day.

Cyber-bullying

Cyber-bullying will not be tolerated. All cases will be investigated and appropriate sanctions applied. Parents/Guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a public forum where it can be viewed and/or repeated by other people will be regarded as bullying behaviour. See school Anti-Bullying Policy.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use the school website (Weebly), Zoom, Seesaw, Google Classroom or other platforms approved by the Principal and the Board of Management to assist with remote teaching where necessary. These platforms may also be used as part of regular schooling where normal teaching is taking place. 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. Staff will engage with CPD for the platforms used. See Appendix 3 on Distance Learning Safety Guidelines for Staff.

In the case of Seesaw, parents/guardians must grant permission for their child to have an account in the child's name. Permissions for Seesaw is sought through the Aladdin Connect app. Parents/guardians will be provided with the password and will be expected to monitor their child's use of Seesaw.

Permission must also be granted by parents/guardians for the school to assign Google accounts to all pupils under the age of 13. Permissions for Google accounts is sought through the Aladdin Connect app. Parents/guardians will be expected to monitor their child's use of Google Classroom.

If teachers are using Zoom, parents must grant permission for their son to access Zoom and participate in the meeting. Permission for the use of Zoom is sought through Aladdin Connect. Parents' email addresses may be used by the class teacher to send the link for accessing lessons on Zoom or Google Meet. Teachers may alternatively share the link through their relevant platform e.g. Google Classroom on the Stream page. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

The following rules must be complied with through the use of Zoom and Google Meet:

- For the purpose of the video call, the pupil must engage from a suitable location within their home.
- A parent or guardian must be in close proximity at all times during the call.
- No recording, uploading or sharing of the call in any format is permitted.
- This is a virtual classroom setting and should be treated with the same level of respect as they would if they were in school.

See Appendix 4 for Virtual Meeting Etiquette

The school will provide resources and/or advice to parents/pupils relating to internet safety.

See Appendix 1 for Advice for parents on ICT in the Home.

Parent Teacher Meetings

There may be occasions when the Parent Teacher Meetings cannot be conducted in the usual face-to-face manner and video conferencing (Zoom) can be used to facilitate the meetings. If meetings are to be conducted in this way, parents/guardians will be given the opportunity to book meeting slots through Aladdin Connect.

As with all confidential meetings there are protocols that must be followed:

- The meeting is for Parents/Guardians of the designated child only.
- The child should not be present as sensitive issues may arise.
- Parents are asked to use their own name for the purpose of the meeting so that the teachers know who they are admitting.
- No electronic recordings or screenshots of the meeting are allowed, as teacher images and details are personal data and protected by GDPR.
- The meeting link is a private link and should not be shared with others.
- The meeting will last 10 mins and will be terminated at the end of this time slot.
- After the meeting is finished the teacher will have to end the meeting straight away, as another parent will be in the virtual waiting room, waiting for their slot. Should the teacher require more time with you or you with them, another meeting time can be organised.
- Please be on time, click on the link at least 2 minutes before your slot time. Although you will be placed in the waiting room until the teacher admits you, being ready and in the waiting room will allow you to have the full benefit of your ten minutes.
- What if you are late and miss your slot? In this event the teacher cannot admit you later, as the slots are all allocated. You will have to email the teacher to arrange an alternative meeting.
- We are aware that some parents may not be in a position to attend the PTM by Zoom. If this is the case for you, please email the class teacher directly and he/she will arrange a phone call with you.

Photos and Videos

Photographs and digital images including videos of school events are taken from time to time in our school. These photographs and videos may be published around the school, on our website, through Seesaw or Google Classroom, on our Twitter feed, in newsletters, calendars and local and national newspapers. In the case of the website and Twitter, pupils' names will not be recorded with the picture.

Permission for these photographs and videos is sought from parents/guardians at the time of Enrolment and/or through Aladdin Connect. Staff will ensure to review permission for pupils

in their class prior to sharing photos or videos. Parents/guardians must not share these digital images through social media, especially images featuring other pupils with their son.

Support Structures

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

Roles/responsibilities:

The Board of Management is responsible for the formulation of this policy. The Principal and teaching staff are responsible for the implementation of this policy during the school day. Parents and guardians are responsible for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child’s internet usage at home and ensure that their children are aware and respectful of the risks involved.

Communication

A copy of this policy has been given to each teacher and is available for parents to view in the school.

Ratification

This policy was ratified by the Board of Management in March, 2021.

Signed: _____

Date: _____

(Chairperson, Board of Management)

APPENDIX 1

Advice for Parents on ICT in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc.

Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:

- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
- Be aware of the sites your children are visiting and discuss with them what they are learning.
- Ensure that children do not give out personal identifying information on the internet such as a picture, full name, home address, email address, phone number, school name, financial information such as credit card or bank details or any personal codes issued by the school e.g. Seesaw access codes or Google account log in details.
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
- Reinforce with your child that if they do not know someone personally they should not be communicating with them online.
- Ensure privacy settings for all messaging and social networking services are adequately set to prevent disclosure of detailed personal and/or location information.
- Appropriate home use of the internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home.

Consult the Webwise Parents Hub for information on online safety.

<https://www.webwise.ie/parents/>

APPENDIX 2

Content filtering levels as per PDST Technology in Education. All 6 content filtering levels are designed to block access to inappropriate material in categories such as pornography, violence etc.

Content filtering levels are detailed below.

Level 1: This content filtering level allows access to a specific list of educational and related websites and other websites commonly used by schools. Level 1 is used by a very small number of schools, as it is generally perceived as being too restrictive by most schools.

Level 2: This new level allows access to a wide range (i.e. millions) of educational and other websites but it blocks websites belonging to the ‘games’ category.

Level 3: This level is currently used by the vast majority of schools. It allows access to millions of websites including games but blocks ‘YouTube’, and blocks access to websites belonging to the ‘personal websites’ category and websites such as Facebook belonging to the ‘Social Networking’ category.

Level 4: This level allows access to the same websites as level 3 but allows access to ‘YouTube’, which has become widely used in schools for teaching and learning in the last few years.

Level 5: This level allows access to the same websites as level 4 but allows access to ‘personal websites category’, and other similar types of sites, such as blogs.

Level 6: This is the widest level of content filtering available. This level allows access to the same websites as level 5, but allows access to Social Networking sites, such as Facebook, and other similar social networking websites.

For more information about PDST’s content filtering levels please visit:

<https://www.pdsttechnologyineducation.ie/en/Technology/Schools-Broadband/Content-Filtering/>

APPENDIX 3

Distance Learning Safety Guidelines for Staff

Staying safe

It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at <https://www.webwise.ie/> to support teachers, parents and students

Zoom

The following precautionary measures should be taken when using Zoom with your class:

- Regularly revisit the rules of the Zoom meetings with your class.
- Review your account settings prior to organising your meetings.
- Only conduct meetings using your account set up with your school email.
- Check the permissions section on Aladdin Connect to ensure your pupils have permission to use Zoom prior to sending a link.
- Ensure that the “Waiting Room” function is activated in your account settings.
- The SET or SNA on your call should be the second person to join the meeting after the class teacher.
- Once all participants have joined your meeting, teachers may lock the meeting.
- Participants should not be able change their video background.
- Ensure that participants do not change their name.
- Once the meeting has ended, the host/teacher must be the last to leave the meeting.
- Familiarise yourself with the process of removing a participant from a meeting should the need arise.
- Exercise care if enabling the “share screen” function for participants.
- If enabling the “chat function” for your participants, ensure to monitor the content of the messages being posted.

Consult the sites below for further information:

- Best practices for securing your virtual classroom: <https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>
- Tips on security: <https://zoom.us/docs/en-us/privacy-and-security.html>

Seesaw

The following precautionary measures should be taken when using Seesaw with your class:

- Check the permissions section on Aladdin Connect to ensure your pupils have permission to use Seesaw prior to sending access codes.
- Review your account and class settings prior to using the platform with your class.
- Check your “display name” in your **account settings** to ensure your privacy is protected.
- When sharing access codes with your pupils’ parents/guardians, do so securely through the use of email, text or Aladdin Connect.
- Be sure to sign out of your account every time you have finished using your account.
- Encourage pupils and parents to sign out of their accounts when they have finished using their account.

Review **class settings** to ensure that:

- Student comments are disabled.
- Students are unable to see each other’s work.
- “New items require approval” setting is enabled.
- Class Blog should be disabled.

Google Classroom

The following precautionary measures should be taken when using Google Classroom with your class:

- Check the permissions section on Aladdin Connect to ensure your pupils have permission to have a Google account prior to assigning account information.
- Pupils must be made aware of the importance of not sharing their log in details with others.
- Teachers should ensure that pupils are unable to comment on the Stream page. This can be changed in the settings of your class. Please consult the Digital Learning Team if you need help with this.

Resources for Google Classroom

- For a list of video tutorials on Google Classroom please visit <https://padlet.com/msbehan/dthz11lzmas06se9>
- Information and resources are also available in a folder on Google Drive. If you do not have access, please speak with a member of the Digital Learning Committee. <https://drive.google.com/drive/u/0/folders/1Uwj4VnooPcIKsnoVHJahpDwa3fLAVk-M>

Google Meet

The following precautionary measures should be taken when using Google Meet with your class:

- Regularly revisit the rules of Google Meet calls with your class.
- In Google Meet, the first student or teacher to arrive at the video meeting becomes the meeting organiser. Therefore, it is vital that teachers using Meet must ensure that the pupils do not have access to the Meet link until the teacher has logged into the call.
- Teachers give pupils access to the link by editing the settings in Google Classroom. The link must only be visible right before the designated time for the meeting.
- Once the meeting has ended, the teacher must be the last to leave the meeting. Immediately after leaving the meeting, ensure that you change the settings in Google Classroom so that the link is no longer visible to pupils. It is good practice to reset the Meet link after each meeting.
- Familiarise yourself with “Host Controls” in Google Meet.
- Ensure that “Quick Access” is turned off to ensure that the host must join first and that people are unable to join anonymously.
- Familiarise yourself with the process of removing a participant from a meeting should the need arise.
- Exercise care if enabling the “share screen” function for participants.
- If enabling the “chat function” for your participants, ensure to monitor the content of the messages being posted.

Zoom Privacy Policy: <https://zoom.us/privacy>

Weebly Privacy Policy: <https://www.weebly.com/ie/privacy>

Seesaw Privacy Policy: <https://web.seesaw.me/privacy-policy>

G Suite for Ed. Privacy Policy: https://workspace.google.com/terms/education_privacy.html

APPENDIX 4

Virtual Meeting Etiquette (Zoom or Google Meet)

St. Corban's may use online meetings and lessons if we are closed for extended periods. To help us get the most benefit from these, we ask that the following etiquette be adhered to by pupils involved in these sessions:

1. Dress appropriately- regular daytime clothing.
2. Use an appropriate username for the session.
3. Be aware of your surroundings- Pick a room that is not a bedroom and does not have traffic passing through. Be mindful of noise from other people or pets.
4. Mute your microphone when you are not talking- only turn on the microphone if you are asked to speak. Muting the microphone when you are not speaking gives others the ability to chime in and share their thoughts without distraction or frustration.
5. Leave the keyboard alone- the sound of your typing is distracting.
6. Be respectful- teachers and pupils are real people who are affected by words that you say and write.
7. Using chat- do not use chat when the teacher is talking. Be respectful at all times when using chat. Remember that you are in a classroom, even if you are not wearing a uniform.
8. No food allowed- we do not want you dropping crumbs all over your keyboard!
9. Stay seated and stay present- do not leave the room or talk on your phone.
10. Be patient- this is new to a lot of people and it may take time to learn.
11. Do your best to engage in the meeting, be present and contribute when requested.