



St. Ursula's Primary School. Internet Acceptable Use Policy (Including Remote Learning AUP).

Introductory Statement

- This policy was formulated by a core committee of teachers and parents in consultation with the principal and teaching staff of the school. The policy is being reviewed to take account of changes in practices and legislation. It has due regard for the following legislation:
 - Child Protection guideline for Primary and post-Primary Schools.
 - The Data Protection Acts 1988, 2003 and 2018 (GDPR)
 - Child Trafficking and Pornography Act 1998
 - Interception Act 1993
 - Video Recordings Act 1989
- Information on legislation relating to use of the Internet is available on the following website - www.irishstatutebook.ie

Rationale

- As part of the school's education programme, we offer the children supervised access to the Internet. This allows the children access to a large array of online educational resources that we believe can greatly enhance the child's learning experience. It can develop children's independent research skills and promote life-long learning.

Relationship to Characteristic Spirit of the School

- The policy upholds the characteristic spirit of the school by providing the child with the opportunity to develop the skills necessary to use the Internet appropriately and to enable her to become a discerning and judicious user of the Internet.

Aim

- The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Content

- The policy has due regard for the rights of the parents or guardians as the primary educators of their children and it respects each family's right to decide whether or not to allow their children access to the internet as defined by the policy.
- Parents or guardians are requested to notify the class teacher in writing if they do not wish their child to have access to the Internet in school.

School's Strategy

- St. Ursula's 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 sessions will always be supervised by a teacher.
 - Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
 - Staff and children are provided with training in the area of Internet safety.
 - Uploading and downloading of material will not be permitted without the consent of the class teacher.
 - Virus protection software is used and updated on a regular basis.
 - The use of personal Memory Sticks in school requires a teacher's permission.
 - Children 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.

World Wide Web

- Internet access will be planned to enrich learning activities.
- Children will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children will use the Internet for educational purposes only.
- Children will be familiar with copyright issues relating to online learning.
- Children will never disclose or publicise personal information.
- Children 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.

Organisation and Management of Internet Use

- Staff will select sites which will support pupils' learning. Children may be given details of suitable sites to extend their learning at home as and when appropriate.
- Internet access will be supervised.
- Teachers will make every effort to ensure that pupils understand appropriate use of the internet and are aware of the rules.
- Children will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Pupils' Use of the Internet

- Pupils are responsible for 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.
- 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.
 - knowingly violate copyright laws.
 - 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.

Children's Use of Email

- Children must only use email for educational purposes and e-mails will be checked before being sent.
- Children will not be allowed to send personal emails from the school system without permission from the teacher.
- In-coming email will be regarded as public and may be examined by any staff member.
- The use of chat rooms is strictly forbidden.

Class Blogs

- Several classes maintain a Class Blog. Class Blogs are set to private and cannot be accessed without usernames and passwords. Children are encouraged to engage with their Class Blogs, where they will learn online etiquette in a controlled, safe environment.

Social Networking Sites

- On occasion, under strictly controlled conditions and solely under the management of the teacher, classes may access sites such as Twitter. This will be strictly in an educational context when keeping links with schools abroad or for similar purposes.
- Children will not be allowed to access personal profiles on Twitter or Facebook as it is illegal for children under the age of 13 to set up personal accounts on these social networking sites.

School Website

- Our school website address is www.ursulinewaterford.com. It is maintained by our I.T. co-ordinator and the publication of children's work is monitored.
- Children will be given the opportunity to publish projects, artwork or school work on the website. The publication of the children's work is co-ordinated by the teachers.
- In the context of the General Data Protection Regulation 2018, the school will only publish information that is relevant to the context of the webpages.
- Children's home addresses, phone numbers or any other personal information will not appear on the website.
- Children's work will only appear in an educational context on the blog.
- Podcasting and digital videoing may also be posted on the blog in an educational context.
- Digital photographs, audio or video clips of individual children will not be named on the school website

Internet Safety Lessons

- Guest speakers are invited annually to the school to teach the children about Internet safety. Parents and teachers are invited to attend to meetings on Internet safety.
- The lessons in the Webwise Primary School Programme may also be used by teachers when teaching internet safety as part of the SPHE curriculum.

Mobile Phones

- Mobile phones may not be used by children in school. In exceptional circumstances where it is necessary for a child to have a phone for safety reasons (outside of school),

the phone must be switched off before entering the school grounds and may not be switched on until she has left the school grounds in the evening.

Sanctions

- Internet use and access is considered a school resource and privilege.
- Misuse of the Internet may result in disciplinary action, including written warnings and withdrawal of access privileges.

Hardware in use in St. Ursula's Primary School

- Currently, there are teaching computers and interactive whiteboards in all classrooms. There are additional computers in use in many classrooms and there is a shared set of iPads that can be accessed by classes. At times, under the supervision and direction of the teacher, children may access the internet on laptops and iPads to access certain sites of educational value.

Staff Use of Email and the Internet

- Members of staff are encouraged to use various resources in their teaching and learning activities to conduct research and for communicating with others.
- Each member of staff has access to the school email address as part of his/her work. It is protected by the use of a confidential password which must be kept secure.
- Staff members are advised to change their passwords on a regular basis.
- The use of school email is for school-related work. When using the internet, staff members must make every effort to comply with all copyright, libel, fraud, discrimination and obscenity laws.
- The filtering preferences may not be altered without the express agreement of the Board of Management.

Guidelines for Good Online Communication in Relation to Remote Learning

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- 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 members can communicate with pupils and their families through an established app (e.g. Seesaw, Class Learning Space).
- Under no circumstances can pictures or recordings be taken of video calls.
- 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 (e.g. Emails, Seesaw, Zoom,)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
- For security reasons, passwords will be provided to families, where applicable.
- St. Ursula's Primary School cannot accept responsibility for the security of online platforms, in the event that they are hacked.

Guidelines for Staff Members Using Online Communication Methods in Relation to Remote Learning

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 8.30am - 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 will check that consent has been given, before setting up a pupil profile for an online app.
- Staff members will report any concerns regarding online behaviour or interactions to school management.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
- Staff members will notify parents/guardians of the date, time and password for a video call via email.
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for Pupils Using Online Communication Methods

For submitting learning:

- Submit work and pictures that are appropriate - have an adult take a 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.
- If possible, set up your device in a quiet space, with no distractions in the background.
- 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 in Relation to Remote Learning

For learning

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

For video calls/Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. 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.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. 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.
6. 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.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

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.

Success Criteria

- The success of this policy will be evaluated through the following criteria:
 - the child is benefitting from a large array of online educational resources to enhance her learning experiences
 - she has developed new ways of communicating, sourcing information and learning
 - she can access and retrieve information
 - she has developed the skills necessary to use the Internet appropriately
 - she has learned to make decisions and choices and has become more discerning and judicious in her use of the Internet
 - staff and children are aware of their responsibilities with regard to the use of the internet in school.

Roles and Responsibilities

General.

- The Board of Management of the school has delegated responsibility for the safe use of the Internet to the Principal.
- The Principal has overall responsibility for promoting the safe and responsible use of the Internet in the school.
- The teacher with responsibility for I.T. has responsibility for the school website and will circulate any information and resources that are considered necessary for the effective use of the Internet in the school.

Teachers.

- Children's access to the Internet is for educational purposes and activities.
- The class teacher is responsible for the safe and effective use of the Internet in her own class.
- To ensure that the children benefit from the school internet resources and to minimise any risks pertaining to such use, teachers will
 - preview and evaluate websites and links before providing access
 - ensure online learning is directed and task orientated
 - ensure monitors are clearly visible
 - set time limits for internet use
 - refer to the AUP, if necessary.

Monitoring.

- All users are asked to note that the school reserves the right to monitor, filter and intercept all traffic passing through or stored upon the school network.
- Logs of Internet activity may be recorded and monitored.

Implementation and Review.

- This revised policy will be implemented on ratification by the Board of Management.
- This Internet Acceptable Use Policy remains under review as the Internet Use develops within St. Ursula's Primary School.

Ratification and Communication.

- The policy was ratified by the Board of Management at a meeting on the 12th October 2020.
- The policy will be communicated to the school community on ratification.
- It will be made available to all school personnel in hard copy and in office365.
- The policy will be made available to Parents/Guardians on the school website and to the wider community on request.

Fr. Gerard Chestnutt

12th October 2020.