



Acceptable Use Policy Carysfort National School

This version of the **Acceptable Use Policy (AUP)** for Carysfort National School was created in June 2019 by Norma Linehan (Principal) and Heather Egan (Assistant Principal) in consultation with the staff and parents and endorsed by the Board of Management.

This policy was reviewed in April 2020 in light of the COVID 19 Pandemic and subsequent emergency closure of the school in consultation with the staff and parents and endorsed by the Board of Management on Monday 27th April, 2020.

See Section: Use of Information Technology and Internet Resources during Emergency School Closures.

Before signing the accompanying form, this policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children. Children will only be permitted to use technology in school when their parent(s)/guardian(s) have signed their consent to the **Acceptable Use Policy (AUP)**.

The aim of this **AUP** 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed. It is envisaged that school and parent representatives will revise the AUP every three years.

School Strategies:

Carysfort National 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:

- Access to internet is permitted only under supervision by a teacher.
- The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education) to minimise the risk of exposure to inappropriate material.
- The school regularly monitors pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software by pupils is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, or other digital storage media in school, requires a teacher's permission.
- Pupils treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web:

- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments without acknowledging the source of this information. Pupils will put this information into their own words (no plagiarism or copyright infringement).
- Pupils will not disclose or publicise personal information - their own or others at any time.
- 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.
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials if this occurs. In the event of a child accessing inappropriate material or images during a lesson the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's **Acceptable Use Policy**.

Email:

- Aladdin is the main method of communication between home and school. Each parent/guardian provides the school with an email account to communicate through.

- Pupils will only use email accounts approved by the school. In school these email accounts will be used with permission from and under the supervision of a member of the school staff.
- When at home email accounts will only be used with permission from and under the supervision of a parent/guardian.
- Pupils will not send, receive or repost any material that is illegal, obscene, hateful or defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or photographs at any time.
- Pupils will never arrange a face-to-face meeting with someone they have only connected with through emails or the internet.

Internet Chat (Very restricted use only):

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.
- Skype may be used for contacting other children/schools for project work, or pen pals. This will only be done under teacher supervision.

Personal Devices:

Student personal mobile phones with internet access are not allowed at any time in Carysfort N.S. Exception will be granted by the principal for students on medical grounds or for eLearning if essential. When using their own technology in school pupils should follow the rules set out in this policy.

A copy of the Smartphone Ban Policy is included as an appendix at the end of this policy.

School Website:

- The publication of any work or photographs of student(s) will be co-ordinated by a staff member.
- Pupils' work may appear in an educational context on Web pages.
- No names will accompany any photographs, audio or video clips of individual pupils on the school website.
- Permission from a parent/guardian is required for pupil images to be uploaded to the school website.

Legislation:

Teachers and parent(s)/guardian(s) are encouraged to familiarise themselves with the following legislation relating to the use of the internet:

- The Data Protection Acts 1988 to 2018 and the EU General Data Protection Legislation (GDPR) (see school policy).
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Copyright and Related Rights Act 2000 insert

Sanctions:

Misuse of the Internet, mobile phone or other electronic devices may result in disciplinary action. Actions include verbal and written warnings, withdrawal of class and access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

In accordance with our anti bullying policy, cyber bullying behaviour, as outlined below, will result in sanctions as outlined above.

Cyber bullying	<ul style="list-style-type: none">• Denigration: Spreading rumours, lies or gossip to hurt a person's reputation• Harassment: Continually sending vicious, mean or disturbing messages to an individual• Impersonation: Posting or sending a message under another person's name• Flaming: Using inflammatory or vulgar words to provoke an online fight• Trickery: Fooling someone into sharing personal information which you then post online• Outing: Posting or sharing confidential or compromising information or images• Exclusion: Purposefully excluding someone from an online group• Cyber stalking: Ongoing harassment and denigration that causes a person considerable fear for his/her safety• Silent telephone/mobile phone call• Abusive telephone/mobile phone calls• Abusive text messages• Abusive email• Abusive communication on social networks e.g.
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	<p>Facebook/Ask.fm/ Instagram/Twitter/You Tube or on games consoles</p> <ul style="list-style-type: none"> • Abusive website comments/Blogs/Pictures • Abusive posts on any form of communication technology
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Use of Information Technology and Internet Resources during Emergency School Closures:

Carysfort National School already uses a range of online learning websites and learning platforms to support teaching and learning. During school closures these tools provide school with options to continue to support their students.

In light of the recent pandemic and resulting school closure Carysfort National School has extended the links and platforms used recognising that our students will experience a diverse range of learning in their home-learning environment. There will be a diversity of student experience in terms of the individual's capacity to access online networks, devices and technical support during periods of school closure. Online learning resources will be made available to students and their families. These online resources will be subject to periodic review.

Carysfort National School has provided additional links and platforms, to those already used, below. These are resources and online tools that have been identified by the school staff and suggested by the PDST (Professional Development Service for Teachers) with the approval of the Department of Education and Skills to assist schools and their students during the current school closure period. They are means of providing students with access to relevant content, classwork and opportunities for enhanced learner engagement with their teacher. The same rules of conduct and behaviour will apply to distance learning as apply in the classroom.

The Board of Management and teaching staff of Carysfort National School will remain diligent in monitoring examples of best practice in ensuring that pupils benefit from learning opportunities offered by Internet resources in safe and effective manners and during periods of emergency, if pupils and teachers are unable to access the school premises for protracted periods of time, the Board of Management sanctions the use of the following software:

❖ Email:

Aladdin and Office 365 are the main methods of communication between home and school. Children's work may be submitted via Aladdin and Office 365.

Teachers can be contacted by parents via a designated school email address for the purpose of returning work to the class teacher and associated communications during school closure.

The school community aims to strengthen the goodwill and the positive partnership between parents and the school to enhance the wellbeing and learning opportunities for our students so communication should always be respectful and constructive.

Families with limited or no access to the internet should contact the school Principal, in confidence. Every effort will be made by the school to ensure that communications and messages from teaching staff reach every pupil and family.

❖ **Padlet:**

Padlet is a free online digital platform that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files. Parents will be contacted in advance of receiving a Padlet with the relevant information.

When you register with Padlet, you can create as many "walls" or online notice boards as you like. These walls can set to private or public, with each wall having separate privacy settings. This can facilitate teacher collaboration which is not accessible by students. Private walls can be created by requiring a password to access them, or by limiting access to registered users, with specified emails. Passwords or email links must not be shared with third parties. As the creator of a wall, teachers can moderate all notes before they appear and privacy settings can be adjusted at any time.

Users do not need to sign up to use Padlet, though it is recommended that teachers using it in a classroom setting would do so, in order to edit a wall, moderate posts and collate all class walls into one management screen. Teachers can also choose to set a notification to receive an email whenever a student posts to the teacher's wall.

Padlet and ICT

Padlet is device-neutral, as it works on any internet-enabled device, including: PC, laptop, tablet and smartphones. This means it can work easily in any school or home setting which is making use of a mixture of devices. No software or apps need to be downloaded or installed so it can be used immediately by anyone with internet access.

❖ **Seesaw:**

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on all internet enabled devices. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home. There is also an extensive bank of ready-made activities in Seesaw which teachers can use as they are or they can be edited. Signed parental/guardian consent must be received by the teacher before a Seesaw account can be set up for a student. Pupils will be provided with a unique login code.

Seesaw is easy to set up and can be accessed via the website, Seesaw Class app or the Seesaw Family app at home. Students can sign in using a QR code or a text code.

Once signed in, pupils can select a number of tools to add content to the folder. When content has been uploaded, pupils can then add narration, text and drawings to the file to further explain why they have included this content, to describe the learning that has taken place.

There are a number of ways that a pupil can upload content, these are listed below:

- **Photos:** Images can be taken using the native camera on the device being used. Pupils can take photos of their work and add a narration to this explaining a process. They can also add text to their images or draw on the image to include arrows and additional information.
- **Videos/Audio:** Pupils can record themselves engaging schoolwork and upload it to the platform for feedback from their teacher.
- **Drawing:** Pupils can use this tool to create diagrams which can be uploaded to the platform and can add narration to this to explain their workings.
- **Camera Roll:** Pupils can upload images from the camera roll and can add narration and text to these as normal.
- **Links:** Pupils can upload relevant links to their folder on the platform to add more information to their projects etc.

❖ **Zoom:**

Zoom is a cloud-based video conferencing service that can be used to virtually meet with others - either by video or audio-only or both, all while conducting (a)

Board of Management Meetings, (b) Staff Meetings and (c) Live whole class, group or individual communication or teaching. Zoom facilitates collaborative work on an easy-to-use platform. Zoom is accessible on all internet enabled devices. All communication with a student is conducted in the presence of a parent/guardian. Parental **consent** must be sought before a teacher can engage in a zoom call with a student.

All Carysfort National School Zoom meetings are initiated by a member of the school staff and all invitations will include a **link** and **password** to the meeting. All invitations are sent via school email. This invitation link or password can never be shared with a third party.

There is a facility to record sessions to view later. Only the teacher has permission to record the session. He/she will announce their intention to record giving students/parents/guardians the opportunity to turn off their camera and/or microphone if privacy is of concern. These recordings will not be publicly available, only shared within the class group

Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing.

Students/parents/guardians do not have permission to take photos, screenshots, record any video, or audio, from these conference sessions. It is a violation of our Acceptable Use Guidelines to do so.

❖ **WhatsApp:**

Where it is deemed appropriate for the wellbeing of a child WhatsApp may be used as a method of communication between staff member(s) and the parent(s)/guardian(s)

The permission of the Principal must always be sought in advance. Communication with a student can only take place in the presence of a parent/guardian.

❖ **Website:**

Recorded lessons may be posted on a school website with a password for access. The permission of the school principal must be sought in advance.

Designated Liaison Person:

In the event that a pupil, parent, staff member or member of the Board of Management deems that the use of I.T. equipment or access to the internet has caused or potentially could adversely affect the wellbeing any member of the

school community, the Designated Liaison Person should be informed immediately. The school Principal, Norma Linehan, is the Designated Liaison Person. In her absence, the Deputy Designated Liaison Person, Catherine Staklelum is to be informed.

Permission Form:

Please review the attached **Internet Acceptable Use Policy** for Carysfort National School, sign and return this permission form to the class teacher.

This policy was reviewed and ratified at the Board of Management Meeting on the 27th of April 2020.



Signed: Mary Donnelly (Acting Chairperson)

Date: 27/4/2020

Internet Acceptable Use Policy Carysfort National School

Permission Form

Name of Pupil: _____

Class: _____ Teacher: _____

Parent/Guardian:

As the parent or legal guardian of the above pupil I have read the **Acceptable Use Policy** and grant permission for my son or daughter or the child in my care to access the Internet while in school. 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 in school.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork or image may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

Signature: (parent/guardian) _____

Name: (print) _____

Signature of Student (4th to 6th Class only): _____

Name: (print) _____

Date: _____

APPENDIX
Carysfort National School Smartphone Ban Policy

In a social media survey conducted by the Parents' Association in May 2018 ninety percent of the parents/guardians who responded agreed or strongly agreed that smartphones should be banned by Carysfort National School.

In the interest of the well-being of our students, the Board of Management, the Principal and the school staff agreed to endorse this opinion.

The school smartphone ban policy was ratified by the Board of Management at their meeting on June 14th, 2018.

Since September 3rd, 2018 students attending Carysfort National School are **not allowed** have a smartphone, smart watch, tablet or any other electronic device with internet access in their possession

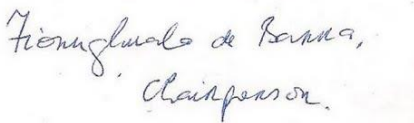
- a. During school hours.
- b. On the school grounds before or after school.
- c. When attending after-school activities in a classroom, on the school grounds or at an off- site location.
- d. On school trips.
- e. To take on play dates.

Exception will be granted for students where access to a smart phone or a tablet during the school day is **essential on medical grounds or for eLearning**. An arrangement will be put in place between the class teacher and the student's parent(s)/guardian(s) in this situation.

From a safety perspective, students in the senior classes (4th-6th class) who travel to or from school (or extra-curricular activities) without adult supervision may have a **non-smart phone** in their school bag to contact a parent/minder on their journey. This phone **cannot be used** while on the grounds of Carysfort National School.

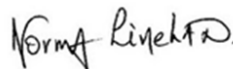
Thank you in advance for your cooperation and please share the contents of this policy with your child.

Le dea-mhéin,



Fionnghuala de Barra,
Chairperson

Fionnghuala de Barra
Chairperson, Board of Management



Norma Linehan

Norma Linehan
Principal