



Internet Acceptable Use Policy

School Creevy National School

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School Name Creevy National School

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CONTENTS

- 1. Aims**
- 2. Our School's Strategy**
- 3. Use of the Internet**
- 4. Email**
- 5. School Website**
- 6. School Devices**
- 7. Personal Devices**
- 8. Distance Learning**
- 9. Cyberbullying**
- 10. Legislation**
- 11. Support Structure**
- 12. Sanctions**
- 13. Review and Ratification**

1. AIM

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

It is envisaged that the Board of Management will review the AUP as deemed necessary. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

Due to emergency school closures from March 2020, during the COVID-19 pandemic, we have made changes to our teaching and learning approaches to facilitate online learning practices. This updated document provides guidance for the school community on these changes.

2. OUR SCHOOL'S STRATEGY

Creevy National School implements the following strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

- Internet use by children in school will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the Schools

Broadband Team which includes PDST Technology in Education working closely with the Department of Education and Skills and HEAnet. The PDST Technology in Education Broadband Service Desk is the single point to contact for schools for all broadband related issues, providing information, advice and support to schools.

- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. www.webwise.ie)
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or other digital storage media in school requires a teacher's permission.
- Students are expected to respect computers, hardware, and software.
- Students will observe good "netiquette" (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Google Classroom is the main tool that we will use to remotely communicate with our pupils. Google Classroom is a file management system. Classroom simplifies the distribution and collection process of student work. The teacher is able to compile a collection of documents, videos and resource links into an assignment. The students can view the document, edit the document, or receive a copy of the document depending on the settings set by the teacher. Google Docs are both COPPA and FERPA compliant when using a Google Apps for Education (GAFE) account. Google Classroom restricts participation in the environment to staff and students on the domain. Under GAFE students and teachers are given a Google account login that is specific to the school's domain. This may look something like cr1234@creevyns.ie.

Students and teachers would need to be logged into and utilise their GAFE accounts to participate in the Classroom environment. This protects student information from outside users since regular Gmail accounts or other GAFE accounts from different schools could not be added into a teacher's Classroom.

- ClassDojo is the tool that some teachers use to communicate remotely with parents. ClassDojo is a school communication platform that connects teachers, students, and families, and brings them closer together. This is done in two ways. One, by sharing what's being learned in the classroom back home through portfolios, photos, videos, and messages. And, two, by helping students build social emotional skills through in-classroom feedback and engaging activities. These relationships require trust, which is why it is vitally important that ClassDojo is a safe and private environment for teachers, parents, and students. Only the student themselves, their families, and their connected teachers or school leaders can see a student's profile and portfolio. ClassDojo's servers are in highly secure, military-grade data centres that are access-controlled. ClassDojo uses bank-grade security at the software and network level to ensure all information is transmitted securely. ClassDojo is compliant with GDPR. They are also certified under the EU-US and Swiss-US Privacy Shield.

3. USE OF THE INTERNET

- Students will use the Internet in school for educational purposes only.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the Principal.

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be familiar with copyright issues relating to online learning.
- Students 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.
- Students 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.

4. EMAIL

- Students may use approved email accounts under supervision by or with permission from the class teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Children are not allowed to access their own (unapproved) email accounts in school.
- 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.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

5. SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- Personal student information including their name, address and contact details will be omitted from school web pages
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

6. SCHOOL DEVICES

- Students should never leave their device unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.

- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- School devices must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

7. PERSONAL DEVICES

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

- Pupils are **only** allowed to bring personal internet-enabled devices into Creevy National School with **expressed permission from staff and/or the school principal** for an exceptional circumstance e.g. completing an educational project, using a assistive technology for an educational purpose. In general, pupils **should not have** personal devices in school.
- If a pupil is found to have a personal device in school without permission. The device is sent to the Principal's Office for safe storage. The principal will return the device after contact with parent/guardian.

8. DISTANCE LEARNING

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Aladdin Connect, ClassDojo or other platforms, approved by the principal, to assist with remote teaching, where necessary.
- The school has signed up to the terms of service of the online platforms in use by the school and has enabled the most up to date security and privacy features which these platforms provide.
- In the case of Google Classroom, Google Meet and Zoom, parents/guardians must grant permission for their child to have a school email address.
- Parents/guardians will be provided with the password and must agree to monitor their child's participation in any such interactions conducted on online platforms.
- Discussion forums on Google Classroom, Google Meet and/or Zoom will only be used for educational purposes and should always be supervised by an adult.
- Parents will receive prior notification of any such virtual meeting/video conferencing.

9. CYBERBULLYING

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Measures are taken by Creevy National School to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons)

and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

10. LEGISLATION

Information is available on the Internet on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Video Recordings Act 1989
- Interception Act 1993
- Child Trafficking and Pornography Act 1998
- Anti-Bullying Guidelines for Primary Schools 2013
- EU General Data Protection Regulations 2018

11. SUPPORT STRUCTURES

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. The school draws on the resources on webwise.ie when studying internet safety.
- From time to time parents will receive information and advice regarding Internet safety in the home.

12. SANCTIONS

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access inappropriate material, and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.
- The school reserves the right to report any illegal activities to the appropriate authorities.
- All of these sanctions are in line with our school's Code of Behaviour policy.

13. REVIEW AND RATIFICATION

This policy was reviewed by the staff representatives, representatives of the Parent Association, and BOM in September 2020

The BOM ratified the AUP on _____

Signed: _____

Chairperson, BoM

Next review date: _____