

## **Internet Acceptable Use Policy**

### **Scoil Mhuire Senior School**

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. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

**Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.**

#### **School's Strategy**

The 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:

##### **General**

- 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 will regularly monitor pupils' Internet usage.
- 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 personal storage devices in school is not permitted.
- 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 or cause offense inadvertently or otherwise to other children or members of staff.

##### **World Wide Web**

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Students will use the Internet for educational purposes only.
- Students will familiarize themselves with copyright issues relating to online learning.
- Students will never disclose or publicize personal information.
- Students will be aware that any usage, including distributing or receiving information, school-related or of a personal nature, may be monitored for unusual activity, behavioural, security and/or network management reasons.
- Students will engage in online reading through Epic and teachers *will* monitor their engagement and assign books through use of a class code. During the Covid 19 pandemic the code may be used at home to facilitate these exceptional circumstances.
- Children may be encouraged to engage in safe , educational online learning using reputable sites during the Covid 19 pandemic.

## **Email**

**At present, students do not receive emails in school. Currently they only send emails to agreed and sanctioned school e mail addresses such as the class teacher. The facility to receive emails may be made available to the students in the near future and the following rules will apply both to the sending and receipt of emails and all electronic documents:**

- 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, offend or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers, pictures or any such identifying details.
- Students will never engage in any way with or 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.
- "Staff will only use secure work email accounts and not their personal accounts for work related emails containing the personal data of students."<sup>1</sup>
- "Staff will endeavour to ensure that they are sending emails to the correct recipient(s), particularly where the emails involve large amounts of personal data, to avoid data breaches".<sup>2</sup>
- "Staff will avoid using personal/confidential data in subject lines and ensure they are sending e-mails to the correct recipient(s), including the correct use of the "blind copy" function when e-mailing multiple people so as not to share other peoples' e-mail addresses."<sup>3</sup>

## **iPads**

- Each class has access to iPad usage on at least one designated day each week.
- The use of iPads will be supervised by the class teacher.
- Inappropriate use of the iPad may result in a sanction. (Possible sanctions are outlined below)

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork, writing, audio visual recordings and other forms of school work and extracurricular activities on the school website.
- The publication of student work will be co-coordinated by a teacher.
- Personal pupil information, home addresses and contact details will not be published on the school website.

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<sup>1</sup> CPSMA Newsletter No. 60 June 2020 <https://www.cpsma.ie/newsletter-60-june-2020/>

<sup>2</sup> CPSMA Newsletter No. 60 June 2020 <https://www.cpsma.ie/newsletter-60-june-2020/>

<sup>3</sup> CPSMA Newsletter No. 60 June 2020 <https://www.cpsma.ie/newsletter-60-june-2020/>

- Pupils' work will appear in an educational context on Web pages.
- Digital photographs, audio or video clips will focus on groups and group activities rather than on individual pupils when possible. Personal pupil information including home address and contact details will be omitted from school web pages.
- The school reserves the right to use still images, audio or video clips of the children to promote the school, education and digital education within the school.

### **ePortfolios:**

Pupils create and upload work samples documenting their learning to a secure learning journal. The samples include worksheets, voice recordings, drawings, photos and videos. The host currently being used by the school is Seesaw.

The following measures will be taken to protect privacy:

- The teacher will have access to pupils' work and will have to give final approval for any item to be added to his/her portfolio. A pupil's work is private to the classroom by default. The teacher controls what is shared and with whom.
- Students will be given individual home access codes to facilitate remote learning using an individual code.
- A QR code is used by each student to view/update his/her work at school.
- Each pupil's first name and surname initial only will be used.
- The focus of the content will be on teaching and learning primarily.
- When engaging with the children to facilitate distance learning the focus will be on communication, support and assessment of learning.

### **Distance learning during the COVID-19 pandemic:**

- The staff of Scoil Mhuire Senior will take a whole school approach to distance learning to ensure consistency and not over burden families.
- Use of the school website, emails, Seesaw and/or Aladdin will be made to disseminate new planning and information.
- Seesaw will be the educational platform for distance learning with students.
- "The consent of a child's parent(s)/guardian(s) will be sought in relation to the method of online learning and communication". "In the current situation, consent can be sought by sending out forms via email or text message to parent(s)/guardian(s)".
- Any contact via phone, email or text message will be done via the parent(s)/guardian(s).
- Staff will maintain safe and ethical use of the internet whilst engaging with students on video platforms such as Zoom/Google Meet etc.
- Students will abide by our school Code of Behaviour and the guidelines below when using video conferencing or any remote learning tool.
- Parents will be responsible for how their children engage online and monitor their behavior and the content of their posts.

### **Direct Communication using the Internet**

Staff in the school may choose to use a number of tools for classroom communication, examples include Zoom and Seesaw. Some of these tools provide 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 link sent through Seesaw. The following are ground rules for synchronous lessons online:

- All meetings will be password protected.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- A family member is expected to be close by when a pupil is engaging in a meeting.
- A family member should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting.
- If there is a need for a one to one meeting between a child and a staff member, another adult must be present at the meeting.
- Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson.
- If a staff member feels there is anything in a pupil's visual or audio background which may be inappropriate they will remove that pupil from the lesson at that time.
- Where at all possible we would ask that no Video interaction takes place from your child's bedroom but where unavoidable only with a virtual background and parental consent.
- Remind pupils to be sure that their background is appropriate while sharing video, along with how their image is displayed to the rest of the class.
- Everyone should sign in using their own name only.
- Under no circumstances can photographs or recordings be taken of video calls.
- The Chat function is to only be used if directed by the teacher and as directed by the teacher, in an appropriate manner.
- For video calls on Zoom, parental permission is presumed under our Internet Acceptable Use Policy  
[http://www.scoilmhuiire.net/uploads/9/1/5/2/9152598/aup\\_june\\_2020.pdf](http://www.scoilmhuiire.net/uploads/9/1/5/2/9152598/aup_june_2020.pdf)
- The link to a video call will be communicated via Seesaw. If a parent/guardian does not want to provide consent to join a Video call it is the parents' responsibility to inform the school.
- Scoil Mhuire Senior cannot accept responsibility for the security of online platforms in the event that they are hacked.

### **Guidelines for Pupils on Video calls:**

- Photographs or recordings of the video call are not allowed.
- Refer to our school behaviour rules which are still in effect in online settings  
[http://www.scoilmhuiire.net/uploads/9/1/5/2/9152598/code\\_of\\_behaviour\\_2019\\_.pdf](http://www.scoilmhuiire.net/uploads/9/1/5/2/9152598/code_of_behaviour_2019_.pdf)
- Set up your device in a quiet space, with no distractions in the background.
- Make sure your parent/guardian is aware a Zoom call is about to take place.
- Sign in using your own name for display.
- 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, friendly and appropriate language.
- Display due respect and engagement by actively listening to others while they are speaking.
- The Chat function is to only be used if directed by your teacher and as directed by your teacher, in an appropriate manner.
- 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!

### **Support Structures**

The students and parent body will be made aware of any information made available to the school regarding key structures and organisations that deal with illegal material or harmful use of the internet.

Occasionally speakers on internet safety/usage will be engaged both to speak to pupils and/or parents. This may at times take the format of being part of an introductory session to a structured IT lesson.

### **Sanctions**

**Misuses of the internet or negative engagement online 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 or offensive activities to the appropriate authorities.**

This version of the school's Acceptable Use Policy (AUP) was approved by the Board of Management on 19/1/2021



Signed \_\_\_\_\_  
Stuart Conaty

**Chairperson, Board of Management**

**Date: 18<sup>th</sup> January 2021**





## Permission Form (To be returned with your child's enrolment form)

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature:      Date: \_\_\_\_\_

### 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. 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 relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. My daughter/son's picture and audio visual recordings of activities involving my child may also be published on the school website. No personal details will be given with the pupil's pictures. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work and photographs on the school website.

I further accept that samples of my child's work may be uploaded on to his/her e portfolio.

Parent's Signature:      Date: \_\_\_\_\_

Address:      Telephone: \_\_\_\_\_