St Mary's N. S, Orillia Tce. Cobh
Internet Acceptable Use Policy
December 2020

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1. General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected to understand that:

● This Acceptable Use Policy applies to pupils & staff who have access to and are users of the internet in St. Mary's N.S.
● Misuse of the internet may result in disciplinary action as per schools Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.
● St. Mary's N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Mary's N.S. will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

St. Mary's N.S. implements the following strategies on promoting safer use of the internet:

● This policy and its implementation will be reviewed as necessary by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents
● This policy has been developed by a working group including: Principal, ISM team including Digital Learning Co-ordinators, teachers and Board of Management.
● Should serious online safety incidents take place, Digital Learning Co-ordinators Noelle Lane, Catriona Greally and school Principal Fiona O'Callaghan should be informed.
● The implementation of this Internet Acceptable Use policy will be monitored by the Principal teacher and all teaching staff.

2. Content Filtering

St. Mary's N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

● Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the "personal websites" category and websites such as Facebook which belong to the Social Networking category. Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action as per the school's Code of Behaviour.

3. Web Browsing and Downloading

● 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 the classroom to their teacher.

● Pupils and staff 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 use the school's internet connection only for educational development activities.
● Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
● Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
● Downloading by pupils of materials or images not relevant to their studies is not allowed.

4. Social Media

● The following statements apply to the use of messaging, blogging and video streaming services in St. Mary's N.S.:
  ➢ Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not permitted by pupils in St. Mary's N.S.
  ➢ Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

● Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St. Mary's N.S. community
● Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Mary's N.S. community on social media.
● Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
● Staff and pupils must not engage in activities involving social media which might bring St. Mary's N.S. into disrepute.

5. Images & Video

  • Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
  • In St. Mary's N.S. pupils must not take, use, share, publish or distribute images of others without their permission.

- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff and is only allowed once care is taken that no harm is done to staff or pupils of St. Mary's N.S.
- When appropriate, staff of St. Mary's N.S may use their own devices for taking photographs/recording video of school activities. Staff will delete these images/recordings from their devices after use.
- Written permission from parents or carers will be obtained before photographs and/or videos of pupils are published on the school website.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

6. Cyberbullying

● When using the internet pupils, parents and staff are expected to treat others with respect at all times.
● Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
● Measures are taken 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.
● Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, will be dealt with in accordance with the school's Anti-Cyberbullying Policy.

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

7. School Website

● Pupils may be given the opportunity to publish projects, artwork or school work on the school website.
● The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
● The publication of student work will be coordinated by a teacher and/or Principal.
● St. Mary's N.S. will use only 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 home address and contact details will not be published on St. Mary's N.S. web pages.
● The St. Mary's N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

8. Email

● Pupils will only use approved class email accounts under supervision by or permission from a teacher.
● Pupils will not send or receive any material that is illegal, obscene, 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 pictures.
● Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
● Pupils will be made aware that sending and receiving email attachments is subject to permission from their teacher. Opening of such attachments may only be done when 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.

9. iPads

• Pupils should never leave their iPad unattended when in use.
• Pupils should follow teacher's instructions accessing only the applications to which the teacher has agreed.
• Pupils require permission before sending any form of electronic message.

• Audio or visual material 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 pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
• iPads must be handled with care at all times.
• Any damage to the device must be reported immediately to the teacher.

10. Personal Devices

• For more detailed information on appropriate use of personal devices, please see Mobile Phone Policy.

11. Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

● Data Protection (Amendment) Act 2003
● Child Trafficking and Pornography Act 1998
● Interception Act 1993
● Video Recordings Act 1989
● The Data Protection Act 1988

12. Support Structures

• The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
• Teachers will give instruction on appropriate use of the internet and how to use it safely.
• Workshops on internet safety will be provided for pupils in senior classes, and their parents.
• In St. Mary's NS, we use the services of the NCTE , www.webwise.ie and www.safety.ie.
• Community Gardaí link in with classes re Internet Safety and Cyberbullying annually.

13. Remote Teaching and Learning

● In response to this time of uncertainty regarding school closures, this plan has been formulated to outline how the school will support their students' learning online and maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils through various means.

● The primary obligation of all schools is to the welfare of the learners in their school. This plan, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

Context
● We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. St. Mary's N.S. uses a variety of child friendly, online tools, which assist in providing effective teaching and learning, while also enabling greater communication between staff, families and students.

Guidelines for good online communication in St. Mary's National School:

● Under no circumstances should pictures or recordings be taken of lesson recordings.
● 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 that any content submitted to their teacher is appropriate.
● Staff members will communicate with pupils and their families via Aladdin Connect or through our established remote learning platform: Seesaw
● 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 (Aladdin Connect & Seesaw) and of which parents have been notified.
● Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
● Where video/Zoom calls are being used, 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. Mary's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

St. Mary's National School will use two online platforms for communicating and connecting with families/pupils.

1: **Aladdin Connect**:

Staff will communicate regularly with parents and pupils via Aladdin Connect. All families are asked to download Aladdin Connect and Seesaw and to check it daily for updates and important information. Each teacher has a school e-mail address through which he/she will communicate with parents/guardians and vice-versa. Parental queries will be addressed during school hours only and should relate strictly to your child's teaching and learning.

 2: **Seesaw:**

 Seesaw Class App is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home. This app is used from Junior Infants – Sixth Class and requires a QR code which is provided by the class teacher. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in is not facilitated on Seesaw. Lessons can be pre-recorded and uploaded via Seesaw.

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.

Guidelines for parents and guardians:

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

Remote Teaching and Learning Protocols for Students:

● Check assigned work daily.
● Communication may only take place during normal school hours
● The normal school calendar will apply
● The following school policies apply to remote teaching and learning:
   ❖   Code of Behaviour
   ❖   Anti- Bullying Policy
   ❖   Acceptable Use Policy

● Teaching and Learning best practice will continue to apply, with students expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation

Remote Teaching and Learning Protocols for Parents

● We ask parents/guardians to ensure protocols for students are adhered to

● Check-in on your child's school work on a daily basis and talk to your child about the work being assigned
● The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We provide work and guidance and ask parents and pupils to do their best and that is all.

Remote Teaching and Learning Protocols for Teachers/SNA's

● Check uploaded work each daily
● Communication may only take place during normal school hours
● The normal school calendar will apply
● The following school policies apply to remote teaching and learning:
   ❖ Child Protection Policy
   ❖ Data Protection Policy

Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios:

A. **Provision for children who are at very high risk to Covid 19:**

 The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at **very high risk** to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

B. In the case of all other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. *An individual pupil from a class is advised to self-isolate or restrict her movements. No other pupils in the school are affected:*

The Class Teacher (SET, in collaboration with the class teacher, in the case of a pupil receiving school support plus) will provide teaching input and learning opportunities to the pupil using Seesaw.

2. *The pupils in a pod/number of pods in a classroom are advised to self-isolate or restrict their movements.   Some of the pods in the classroom are deemed to be unaffected and can continue to attend school*:

The class teacher will continue to teach pupils who are in attendance as normal. He/she will endeavour to provide, where possible, opportunities for all pupils to work together collaboratively, for example, on project work and other areas of learning, using digital technologies. The SET, in collaboration with the class teacher, will be assigned the responsibility of providing remote teaching and learning for the pupils at home.

3. *All pupils in one or more classes are advised to self-isolate or restrict their movements:*

The class teacher will provide remote/distance teaching to all pupils in the class, using Seesaw. This will take place from the school if the teacher is not required to self-isolate or restrict his/her movements.

4. A teacher / number of teachers in the school are advised to self-isolate or restrict their movements:

Any teacher who is medically fit for work but has been advised to restrict his/her movements is available to work remotely. If the teacher's class group is still attending school a substitute teacher will be arranged to cover this teacher's teaching responsibilities in the school for this period, but the work assigned to the teacher restricting his/her movements should support the work of the school in developing and delivering its programmes of teaching and learning for pupils as per Section 12 of Circular 0049/2020. If the teacher's class is also self-isolating or restricting their movements the class teacher(s) will be required to provide remote/distance teaching to all pupils in the class, using the school's digital platform(s) or other agreed method as needed.

5. The school is required to close on foot of public health advice:
In this case, all teachers who are medically fit to work, including SETs, are available to work remotely and will provide remote teaching and learning to all pupils in their class or on their caseload. Substitute teachers will be arranged to provide remote teaching for pupils in classes where the teacher has been diagnosed with Covid-19 and is medically unfit to work.

6. A pupil returns from travelling to a non-green list country:

A home based learning programme will not be provided to a pupil who has travelled to a non-green list country during the school year and must self-isolate on return.

Please note that the current situation is ever evolving and these circumstances may vary throughout the year.

14.Advice for Parents on Managing Online Safety in the Home

These uncertain times have led to an understandable disruption to family life, with parents and children spending more time than usual at home, and online. Digital devices are providing many benefits, whether it's to help children to continue their education through distance learning, using social media to connect with their friends and relatives, or using technology for entertainment, such as streaming content from Netflix or YouTube.

While all families have their own unique circumstances, many parents have similar concerns when it comes to their child's use of technology. Here are a few simple steps to manage online safety in the home:

Have the Chat: One of the most effective ways to ensure that your child has a positive experience online is to have an open, and ongoing conversation with them. Talk to them about what they do online, and reassure them that if anything happens that they are uncomfortable with, they should not feel embarrassed or afraid to speak to you about it. If your child feels like they can talk to you about their online activities without judgement, or fear of the consequences, it will lead to more honesty, and they will be better equipped to deal with any negative experiences.

Set Up Parental Controls:
Parental controls help to reduce the risk that your child will encounter inappropriate content online, and they can be set up on most internet enabled devices such as computers, smartphones, tablets and games consoles. They can also be set up through your internet service provider, and in online services such as YouTube.

Parental controls can be used in a number of ways, for example to only allow your child to access age-appropriate content, or to monitor and block their usage. We recommend that parents use, and regularly review and update, parental controls across all devices in the home.
Note: *For parents of young children it's important that there is very close supervision of their online activity, and that they are only online when you are with them.*

How to set up Parental Controls

OPTION 1: Parental Controls from your Internet Service Provider
Setting Parental Controls through your internet service provider can be the easiest way to manage what your children can access across all your devices and computers in your home. This can be done easily and normally for free by most internet service providers. We recommend contacting your provider or checking their website for more information.

OPTION 2: Parental Controls on your Computer Operating System
Most computer systems offer easy to follow steps on setting up parental controls which are free to use. Here are links to some of the main providers:
Windows
Windows Parental Controls allows users to set limits on the amount of time spent on computers, the games users play and the programs they can access. To set these up go to
windows.microsoft.com/set-parental-control

Apple
Apple's Parental Controls filter can operate in 3 modes (unrestricted, automatic and whitelist). Ensure you choose the most appropriate filter for your child. For step by step info on how to set-up, see: https://support.apple.com/en-ie/guide/mac-help/mtusr004/mac
Chrome OS
For Chrome Book users, we recommend setting up Supervised Users. Supervised Users allows you to see what sites/pages the supervised user has viewed and also allows you to block sites you may not want Supervised Users to access. Find out how to set up Supervised Users here:
google.ie/safety enter/families/

OPTION 3: Parental Controls on Smartphones and Tablets
Whether your child has access to an Android/Apple smartphone or tablet, parental controls are available across all of these devices. You can turn off functions like in-app purchasing, social networks, app store access, camera access, Bluetooth and more.

Apple
You can use Restrictions to block or limit specific apps and features on your iPhone, iPad, or iPod touch, including access to explicit content in the iTunes Store. For more information on setting up restrictions on Apple devices go to
support.apple.com/

Android
This useful guide from PC Advisor gives step by step information on setting up parental controls on Android devices: pcadvisor.co.uk/how-to/
Google Play Store
For Android Phones, we also recommend putting in place controls on the Google Play store. You can turn on these controls to restrict the content someone can download or purchase from Google Play on your device. Find out how to set up controls on Google Play here:
support.google.com/google play/

OPTION 4: Parental Controls on your Internet Browser
Most internet browsers offer free restrictions to help manage what sites your child can access when online. Find out how to activate parental controls on the most popular internet browsers below.
Google Chrome:
google.ie/safety enter/families

Safari: support.apple.com/

Firefox: support.mozilla.org/parental-controls

Internet Explorer: windows.microsoft.com/using-content-advisor

Safety for Video Sites:

YouTube Safety Mode:
YouTube have also recently introduced a free YouTube kids app which may also be worth considering for your child. Find out more about the new app here:
webwise.ie/parents/YouTube-kids/

Swipe TV
RTÉ has a dedicated channel app which is a great source of video content for children including videos, games, TV shows and more. The app is suitable for primary level children.
rte.rte.ie/swiped/

Time Online - Strike a Healthy Balance: Unfortunately, there is no magic number for screen time, and it is worth bearing in mind that children use their devices for lots of different reasons – to learn, create, play, and interact with their friends. Under the current circumstances households are using technology for a variety of purposes, every family is different and may face different demands, however setting clear boundaries and rules can be an effective way of managing screen time, and also making sure that you set a good example, and follow those rules too.

Encourage Respectful Communication: Discuss the importance of being respectful to others online, and the impact that their behaviour may have on people. Encourage them to consider the other person's perspective, and how hurtful remarks or actions could make someone feel.
The internet is a great resource for children – join in with them and discover the online world together!
Why not explore HTML Heroes, and help your child learn about online safety in a fun and interactive way? https://www.webwise.ie/html-heroes/
There will be websites, apps and links recommended for your child on their programme of school work each week. Please use these links in addition to the links below. Scoilnet- the official portal for Irish education and World Book Online-the recommended online encyclopaedia can be accessed via

Scoilnet: Scoilnet is the Department of Education and Skills (DES) official portal for Irish education. Scoilnet.ie contains a database of over 20,000+ online resources including websites, quizzes, lesson plans, notes, video/audio, games and other multimedia. https://www.scoilnet.ie/
World Book: World Book Online is a suite of online research tools that includes encyclopaedia articles, primary source collections, educator tools, student activities, educational games, pictures, audio, and video, complemented by current periodicals and related Web sites. It can be accessed for free in the Republic of Ireland via the Scoilnet website.

15.Ratification:

This policy was reviewed and ratified by the Board of Management on 15th December 2020.

Signed:

Victor O'Flynn

Chairperson, Board of Management