



Internet Acceptable Use Policy

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Rathgormack N.S.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Rathgormack NS.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Rathgormack 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 Rathgormack NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Rathgormack N.S. employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- 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 students' 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
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE programme and the use of external agencies such as Zeeko.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the school principal should be informed.

This policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- (a) The Education Act (1998)
- (b) Education (Welfare) Act (2000)
- (c) Equal Status Act (2000)
- (d) Education for Persons with Special Educational Needs Act (2004)
- (e) Disability Act (2005)
- (f) Children First Act (2017)
- (g) GDPR
- (h) Data Protection Act (2018)
- (i) Department of Education: Child Protection Procedures for Primary schools
- (j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- (k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- (l) DES Guidance on Continuity of Schooling: Supporting Primary Pupils at very High Risk to Covid 19 (August 2020).

Content Filtering:

Rathgormack NS 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 website category and websites such as Facebook belonging to the Social Networking category.

School iPads:

Pupils will be allowed to use the school iPads throughout the year with the express permission of the classroom teacher/principal.

Pupils will handle the iPads with care at all times when in use.

Please see our school's ICT policy.

Internet Use:

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 Internet for educational purposes only.

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 in direct breach of the school's acceptable use policy.

Pupils will never disclose or publicise personal information or passwords.

Pupils will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.

Email and Messaging

- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils will only use approved school email accounts.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils will not forward email messages or screenshots of emails or "reply all" without the permission of the originator
- Pupils must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.
- Pupils should not use school email accounts to register for online services, social networking, apps or games.
- Pupils should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Rathgormack NS:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Rathgormack NS.
- Use of blogs such as Word Press, Tumblr etc. is not allowed without express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

All members of the school community 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 Rathgormack NS community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Rathgormack NS 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 Rathgormack NS into disrepute.

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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Rathgormack NS:

- Pupils are only allowed to bring personal internet-enabled devices into Rathgormack NS with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.

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.

All 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.

Written permission from parents or carers is obtained from parents when enrolling their child in the school for publishing photographs of pupils 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 in particular 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.

School Websites

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Projects, artwork and school work may be published on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The publication of student work will be coordinated by a teacher/principal.

Personal student information including home address and contact details will not be published on Rathgormack NS web pages.

Digital Learning Platforms

Rathgormack NS digital learning platform (Aladdin) is managed by the school. This platform should enable two-way communication.

In response to this time of uncertainty regarding Covid-19 school closures, Aladdin will help 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. We recognise that online safety is of huge importance and the aim of this section of the document is to help to protect both school staff and pupils, while teaching and learning online.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Passwords for digital platforms and accounts should not be shared.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, 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.

This is a working document; as we continue to explore options available to support distance learning, the document will be updated accordingly.

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher.

However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether

at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies apply.

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.

Rathgormack NS uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Guidelines for Good Online Communication in Rathgormack NS:

- 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.
- 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
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For security reasons, passwords will be provided to families, where applicable.
- Rathgormack NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.
- Rathgormack NS will use two online platforms for communicating and connecting with our families / pupils. Our Remote Teaching and Learning will include a combination of assigned work, lessons (Aladdin) and when needed links to YouTube videos.
- Aladdin Connect: Staff will communicate regularly with parents and pupils via Aladdin Connect. All families are asked to download the Aladdin Connect App and log into the School's account and to check it daily for updates and important information from the principal and teachers.
- Parental queries will be addressed during school hours only (9:00am-2:40pm) and should relate strictly to your child's teaching and learning.

- Youtube is a video platform that will enable teachers and pupils to connect via a pre-recorded link. Teachers will send this link to pupils only to send pre-recorded lessons.

Rules & Remote Teaching and Learning Protocols for Students:

- Submit work and pictures that are appropriate, having an adult look over the work before submitting is recommended
- Use of kind and friendly words
- Check assigned work each week.
- 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 and the Acceptable Use Policy.

Guidelines & Remote Teaching & Learning Protocols for Parents / 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
- Ensure protocols for pupils are adhered to.
- Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.
- 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.
- 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 encourage a little work every weekday for routine.
- We provide work and guidance and ask parents and pupils to do their best and that is all.

In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.

In so far as possible, provision for student at very high-risk to Covid 19 will be made when using Remote Learning methodologies.

Remote Teaching & Learning Protocols for Teachers / SNA's:

- Check uploaded work each week
- 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 & Learning Provision specifically for the following Covid-19 related scenarios/ 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.
- 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:
 - Children who are awaiting Covid 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days. These pupils will be supported to catch up on their learning on their return to school.
 - Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period). Teacher will send on weekly work via Aladdin or via a hard copy of the assigned work left with the child's books.
 - School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher will engage with the class daily on Aladdin.
 - Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health). Teachers will engage with pupils, using a blended approach of pre-recorded lessons and daily interactions on Aladdin.
- Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

There will be no school work set for planned school closures / holidays: there will be no interaction on Aladdin during these times.

Please keep note of postings on the school app as it is our main mode of communication going forward.

Our Distance Learning Policy will be subject to regular monitoring and reviewed by the school staff and is subject to change, in light of any guidance or instruction received from Department of Education and Skills and / or HSE Public Health.

Recommended Apps

In addition to a pared back plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them. If not, do not worry, they are helpful but not essential.

- Doulingo: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily
- Mathduel: For tables. Fun and interactive
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork
- Jolly Phonics App: to keep up phonics learning for infant classes
- Dolch Words Apps: (there is a wide range available): for the development of sight words
- Nessy Apps: for reading for pupils with dyslexia or difficulties
- PinkFong: Digital stories for infant classes. Excellent and engaging
- Khan Academy: Useful for maths for older pupils especially
- Kahoot: for general knowledge and quizzes
- Toontastic: probably the best app ever for digital storytelling. Pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story
- Puppetpals: similar to toontastic; useful for younger pupils. They can record themselves telling the story also.

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 or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

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

Communication, Monitoring and Review:

This policy will be communicated to staff and the school community as appropriate and will be subjected to review.

This Internet Acceptable Use Policy has been ratified by the Board of management on:

Date: 2/3/2022

Signed: Mr. Maurice Power, Chairperson

Mrs. Cathy Power, Principal