Taney Parish Primary School

Sydenham Villas, Dundrum, Dublin 14.

POLICY DOCUMENT

"The school is above all a happy school, a place where pupils enjoy coming each morning. A caring community of adults and children, where each is valued for her/his own unique contribution and effort, Taney Parish Primary School has a long tradition of providing the widest range of opportunities for children from the arts to sport and crucially and centrally in the academic area."

Internet Acceptable Use Policy

Internet Acceptable Use Policy of Taney Parish Primary School

Name of School: Taney Parish Primary School

Roll Number: 15284B

Introduction:

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by our school's internet resources and will be protected from harmful and illegal use of the Internet. They will learn to use the internet safely and appropriately enabling them to become good digital citizens.

Taney Parish Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:
1. Acceptable Use Policy (AUP)
2. Education
3. Filtering/Monitoring

1.   Acceptable Use Policy (AUP):

- Internet will be used for educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils will receive age-appropriate training on internet safety.
- Pupils will be taught to evaluate the content of internet sites.
- Teachers will be made aware of internet safety issues.
- Uploading and downloading of non-approved material is not allowed.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, external storage devices, CD-ROMS or any other digital storage media in school requires a teacher's permission. Parents/guardians should check to ensure that these devices do not contain inappropriate or sensitive information before they are brought into school.
- Pupils will observe good "netiquette" (etiquette on the internet), treating others with respect at all times and will not undertake any action that may bring a school into disrepute.
- Pupils should be aware that at all times when online school rules still apply.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
- Pupils will report accidental accessing of inappropriate materials.

- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Emails:

If pupils are allowed to use email, the following rules will apply:

- Email will be used for educational purposes only.
- Pupils will only use approved email accounts under supervision of their parents and with permission from a teacher.
- Pupils will not send or receive any material that is defamatory or that is intended to annoy or intimidate another person.
- Pupils will not send text messages or chat to or from emails.
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures.
- Pupils should never arrange to meet someone via email.
- Sending or receiving email attachments is subject to teacher permission.

Internet Chat:

Pupils are not permitted to use internet chat rooms. or social media sites/apps. If in doubt, pupils must seek their teacher's permission.

School Website:

- Pupils will be given an opportunity to publish projects, artwork or schoolwork on the school website.
- Designated staff will manage the publication of material on the school website. Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a pupil's work will be sought annually from parents / guardians and from pupils in relation to specific items proposed for publication. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.
- Digital photographs, video clips and audio clips will focus more on groups and group activities rather than on individual pupils.
- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- No names will be published beside pupils' photographs.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.

Personal Devices:

Pupils using their own technology in school should follow the rules set out in this agreement. They will only use personal handheld / external devices (mobile phones/USB devices etc) in school if they have permission. Parents should be aware that it is the pupil's responsibility to take care of their own belongings.

Distance Learning:

Taney Parish Primary School provides access to a variety of online tools and programmes, which assist in providing further effective teaching and learning and also enable online communication between staff, families and pupils.

Guidelines for good online communication in Taney Parish Primary School:

Communications between staff and families (Parents/Guardians and pupils) via Online Platforms e.g. Seesaw

- Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
- Under no circumstances can pictures or recordings be taken of video calls.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Aladdin and email are used by staff members to communicate directly with parents and an established app e.g. Seesaw is used to communicate with pupils with parental consent and oversight.
- Pupils 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.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- For security reasons, passwords will be provided to families, where applicable.
- Communication to parents/guardians using a mobile phone will not be frequent, but on the occasions where it is necessary, staff members will ensure that their caller ID is private.
  Where more regular communication is required e.g. due to Special Education Needs some staff may facilitate this at their discretion.
- Taney Parish Primary School will make every effort to only select and use online platforms which are secure and GDPR compliant. However, the school cannot accept responsibility for the security of online platforms, in the event that they are hacked.

Rules for pupils using online communication platforms:

For submitting learning:

- Submit work and pictures that are appropriate - have an adult look at your work before you send it.
- Use kind and friendly words.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background when you are submitting your work online.
- Enjoy the experience!

When pupils are engaged in distance learning it is the responsibility of parents/ guardians:

- To ensure that pupils are supervised while they work online.
- To check over the work which pupils send to their teacher, ensuring it is appropriate.
- To ensure that pupils are appropriately dressed when sending pictures / videos of themselves to their teacher as part of their work.
- To continue to revise online safety measures with pupils.

Guidelines for staff members using online communication platforms:

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff members will communicate with pupils and families during the hours of 8.30am – 2.15 p.m. where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.
- Staff will check that consent has been given, before setting up a pupil profile for an online app.
- Staff members will report any concerns regarding online behaviour or interactions to school management.

For Video online calls : Parents' guidelines:

- Ensure that the school has the correct email address for inviting you to join apps and video online calls.
- When you help/allow your child join the video online calls, it is understood that you are giving permission to your child to join the video call.
- Invitations to video online calls will be sent to parental email addresses. Only one parent/ guardian should connect to the video online call with their child.
- Pupils should enter the video online call using their first name and surname.
- Only the teacher may share this link.
- Under no circumstances can pictures or recordings be taken of video calls.
- Our Code of Behaviour and other school rules still apply.
- The teacher is in charge of the meeting. The teacher will shut off any pupils immediately in case of misbehaviour and may shut down the meeting altogether if necessary.
- A parent/ guardian must be present in the room / background for the duration of the call. Pupils must be supervised by a parent / guardian for the duration of the call.

- Everyone in the call will be muted at the start of the video online call and must stay muted until the teacher gives your child a turn to speak (You may have to unmute your child when the teacher asks you to unmute them if they cannot manage this themselves). This is to reduce background noise and improve the experience for everyone.
- Please ensure that your child is on time for a scheduled video online call,
- Make sure that children are aware that when participating in group video calls, they can be seen and heard (unless they are muted.)
- Leave your camera on for the duration of the meeting.
- Make sure to familiarise your child with the software in advance. In particular, show them how to mute/unmute.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call, preferably a communal space such as a kitchen/living room.
- Parents/ guardians should not use this time to ask teachers questions. They should instead email teachers with any queries they may have.

The main purpose of a video call is to maintain a social connection between the school staff and pupils during remote learning. Encourage your child to listen and enjoy the experience.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

For Video online calls: Pupils' guide:

- Photos, screen shots or recordings of the video call are not allowed.
- Remember our school rules and standards of behaviour apply - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Join the video with your microphone muted. Mute your mic when you are not talking. Only turn it on when it is your turn to speak.
- 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 and friendly words.
- Show respect by listening to others while they are speaking.
- Stay in-class. Don't leave the meeting without your teacher's or your parent's permission.
- Enjoy! Don't forget to wave hello to everyone when you join!

For Video Online Calls: Teachers' Checklist:

- Notify parents/guardians of the date, time and password for a video call via email.
- Only admit invited participants to video conference.
- BCC all email invitations.
- Two members of staff to be present at all class video online calls.
- No break-out rooms allowed as pupils must be supervised by the teacher at all times.
- Teachers should note if pupils are recording the meeting. This is not allowed.
- Teachers should familiarise themselves with the following features of video online calls:
    - ➢ Mute/ Unmute for the group or a single person.
    - ➢ Hands up.
    - ➢ Gallery option.
    - ➢ Remove from Meeting.
    - ➢ Ending the Meeting for all.

Sanctions:

If a pupil/parent/guardian deliberately misuses the internet, email or online platform, this will result in disciplinary action including the withdrawal of access to privileges and in line with our Code of Behaviour or Anti-Bullying Policy. In extreme circumstances, the disciplinary action may include reporting to the Office of the Data Commissioner, Tusla and An Garda Síochána. Parents/guardians will receive notification of misuse.

Further Information:

In line with best practice, we bring the following legislation to your attention:
- Video Recordings Act 2010
- The Data Protection Act 2018

As more and more work goes on online, we ask parents to be especially cognisant of the important area of acceptable internet usage.

Further information and advice for parents can be found at
https://www.webwise.ie/parents/

2. *Education:*

Taney Parish Primary School will undertake to educate children in as far as possible on the safe and responsible use of the Internet. As the primary educators it is also the responsibility of parents/guardians to teach their children to be aware of the advantages and disadvantages of the internet particularly in regard to safety and appropriate communications online.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. However, we recognise that pupils live in a digital world, and need to learn the digital skills necessary to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- Webwise: (https://www.webwise.ie/) This website has a wealth of up-to-date information, advice and educational resources addressing a range of Internet Safety issues and concerns. Resources from Webwise will be selected by teachers to inform their teaching on Internet Safety e.g on Safer Internet Day.

- As well as being a great source of information and resources for schools there is also an informative section for Parents on the Webwise website

- Professional Development Service for Teachers (PDST) - Technology in Education: (https://www.pdsttechnologyineducation.ie/en/) PDST Technology in Education provides support for schools for the integration of IT into daily practices in the classroom.   Furthermore, in conjunction with Webwise, this website focuses on the safety aspects of the use of digital technology in school.

3.   *Filtering/Monitoring:*

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately, it is also easily removed.

Taney Parish Primary School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the National Council for Curriculum and Assessment (NCCA). Websites are only allowed through following a verification of their suitability.

Firewall:

Taney Parish Primary School has installed firewall software in accordance with Department of Education guidelines.

This Internet Acceptable Use policy was ratified by the Board of Management at its meeting on Thursday 4th February 2021. This Policy was formally adopted for use from the same date.

Signed: ……………………………………………………
       (Chairperson, Board of Management)

Date: 4th February 2021

Signed: ……………………………………………………
       (Principal)

Date: 4th February 2021

Taney Parish Primary School

Sydenham Villas, Dundrum, Dublin D14 PN29.
Telephone: 2985015 Fax: 2967953
www.taneyschool.ie

4th February, 2021.

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme, we offer pupils supervised access to the Internet. This allows pupils access to a large array of online educational resources that we believe can greatly enhance the learning experience. For example, using the internet, pupils can locate material for projects, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to pupils. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise.** We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

For this reason, we have compiled this school policy on Internet safety. Parents must also set and convey standards of usage to their children.

This process is the responsibility of the school and the parent/guardian.

It is important that you read the school's Internet Acceptable Use Policy and sign the attached document.

There is also a document for pupils to sign. Parents/ guardians should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Yours sincerely,

E. Carpenter

Príomhoide

Taney Parish Primary School

Sydenham Villas, Dundrum, Dublin D14 PN29.
Telephone: 2985015 Fax: 2967953
www.taneyschool.ie

Responsible Internet Use
Pupil Undertaking

We use the School computers, ipads and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site

- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission.

- I will not use email for personal reasons.

- I will only use email for school assignments and with my teacher's permission.

- The messages I send will be polite and sensible.

- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone.

- I will ask for permission before opening an e-mail or an e-mail attachment.

- I will not use internet chat rooms or social media websites / apps.

- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately.

- I know that the school may check my computer files and may monitor the sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____Pupil(s)

Signed: _____Parent/Guardian

_____Parent/ Guardian   **Date:** _____

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Internet Permission Form

Name of Pupil(s): _____

Class(es):   _____

As the parent or legal guardian of the above child, I/we have read the Internet Acceptable Use Policy and grant permission for

_____(name(s): son/daughter)
to access the Internet. I/We understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I/We accept my/our own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I /We understand that having adhered to all the enclosed precautions the school cannot be held responsible if my/our child tries to access unsuitable material.

Signature: 1. _____ 2. _____

              Parents/Legal Guardians

Date: _____

_____

School Website

I/We understand that, if the school considers it appropriate, my/our child's schoolwork may be chosen for inclusion on the school's website. I/We understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____
              Parents/Legal Guardians

Date: _____