St Fiachra's Junior National School

Acceptable Use Policy (AUP)

The aim of this policy is to ensure that pupils benefit from the learning opportunities offered by the school's Internet/ICT resources in a safe and effective manner. Teachers and pupils will have access to web sites worldwide offering educational resources, news and current events. Staff will have the opportunity to access educational materials and good curriculum practice, to communicate with advisory and support services, professional associations and colleagues.

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Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the Board of Management and teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

The Internet will be used in two different ways in school

1. The internet will be used by teachers as a resource to support teaching and learning in the classroom. This will include using websites, videos, online educational games and resources.
2. Pupils will learn about the internet and will learn about safe internet usage.
   Pupils may engage in projects with other children within their class. During the course of these projects pupils may send video clips and photos. Pupils will always be supervised during these projects.
   Pupils may research topics on preapproved websites while closely supervised by a teacher. The group will never exceed 4 pupils and one teacher.

Access to the internet depends upon the class level

Junior and Senior Infants

1. Pupils will be made aware of the Rules for Computer and Internet Use.

2. Teachers may access on-line resources, videos, interactive games etc.

3. Teachers can visit sites as part of a lesson. Teachers will have visited the site beforehand. Teachers will type web address.

4. Pupils do not have permission to type a web address on their own.

1st and 2nd Class:

1. Pupils will be taught the Rules for Computer and Internet Use.

2. Pupils may type in web address provided by the teacher only – this activity will be supervised by the teacher and all addresses checked for correct spelling before pressing enter.

3. Teachers may demonstrate the use of search engines. Pupils may not use search engines themselves.

(Note: Teachers intending to use search engines with the children will have performed the search themselves and opened any links they intend to use prior to accessing them with the children to evaluate their suitability.)

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

<u>These strategies are as follows</u>

- A teacher will always supervise Internet sessions.
- At 1st and 2nd Classes where pupils may input web addresses themselves the pupil teacher ratio sessions will not exceed 1:4
- Websites will be previewed / evaluated for suitability by teachers before being integrated into lessons.

- Access will be allowed to websites approved by the teacher only.
- A PDST firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Uploading and downloading of non-approved software will not be permitted.
- All Apps for iPads will be managed by the ICT Co-ordinator.

Our school guidelines when using the World Wide Web

- Teachers and pupils will only access websites that have been approved by the teacher. In the event of accidentally accessing any unsuitable websites, teachers will immediately turn off the monitor and follow the steps outlined in the reporting system for teachers.

Our school guidelines when using School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the School Website.
- A teacher will coordinate the publication of student work.
- The school will endeavour to use digital photographs, audio or video clips, focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal information including home address and contact details will be omitted from school web pages.
- The school's email address is www.fiachrajunior76@gmail.com

Our school guidelines when using Seesaw during School Closure

- Class teacher will create the class adding SEN and EAL teachers to join as Co-Teachers.
- Class Settings have been agreed by the School ICT committee following recommendations from both seesaw and PDST.
    - We will use individual 'Home Learning Student Codes', this ensures students do **not** see the work of other students in the class.
    - SEN and Resource teachers will be added to each class to ensure continuity of learning for those children on their caseload.

- o Student's likes and comments will be switched off to comply with child safety measures.
- o All new items uploaded will require teacher approval.
- o Students will be unable to edit items uploaded.
- o Family access is not be available at this time. We will look in to this feature going forward.
- o We will not be creating Class Blog at this time. We will look in to this feature going forward.

Please refer to School Remote Teaching and Learning Policy for full details of guidelines to be adhered to during school closures.

Reporting System for Teachers

- Teachers will immediately turn off the monitor if they come across unpleasant material.
- The teacher will inform the Principal and the IT co-coordinator of the incident.
- The Principal and the IT co-ordinator will immediately contact the parents of the child to inform them of the incident.

Sanctions

Misuse of the Internet 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 activities to the appropriate authorities.

Rules for Responsible Computer, iPad and Internet Use

The school has installed computers with Internet access to help us with our learning. Students will :

- Only access the internet with teacher present.
- Not access other people's files
- Understand that they will be supervised at all times while using the Internet or iPads

The 5 Rules which the children will agree to when using iPads:

1. We hold the iPad with two clean hands
2. We share with others and take turns
3. We don't drink while using the iPads

4. We stay on the App the teacher assigned us
5. We do not change or delete anyone else's work.

Helpful Internet Safety Websites for Parents

- www.webwise.ie

The Internet Safety website in Ireland which provides advice and information for teachers, students and parents to help make online experiences, positive and safe.

- www.ncte.ie

The National Centre for Technology Education.

- www.makeitsecure.ie

Make ITsecure is a national awareness and information site focusing on the issue of IT security, specifically phishing; spyware and identity theft.

- www.safeinternet.org

The European e-safety awareness raising network aims at empowering users to benefit from the positive aspects of internet use whilst avoiding the potential risks.

Internet Safety Legislation

There is no specific legislation governing Internet safety at school level.

Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one.

There are, however, a number of legislations that have relevance to Internet Safety. They are briefly described as follows:

Data Protection Act 1988 ....GDPR 2018

This act was passed in order to deal with privacy issues arising from the increasing amount of information kept on computer about individuals.

Data Protection (Amendment) Act 2003

This amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Child Trafficking and Pornography Act 1998

This act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.

Video Recordings Act 1989

This act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer. It would apply where someone in the State supplied this kind of video over the Internet.

Our School Guidelines for Staff, when using the Internet and iPads.

1. Teachers will preview any website they intend using with the children prior to accessing it with the children.
2. Teachers intending to use search engines with the children will have performed the search themselves and opened any links they intend to use prior to accessing them with the children to evaluate their suitability.
3. Staff will not upload, download or otherwise transmit material that is copyrighted.
4. Staff will not disclose or publicize personal or confidential information for example pupils or colleagues home addresses, telephone numbers etc.
5. Staff will not examine, change or use another person's files user name or passwords. Staff will be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or management reasons.
6. Staff will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
7. Staff will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
8. School email addresses are for school purposes only

This policy has been made available to school personnel, published on the school website and is readily accessible to parents and pupils on request. A copy of this policy will be made available to the department and the patron of requested.

This policy and its implementation will be reviewed by the Board of Management yearly. Written notification that the review has been completed will be made available to school personnel as well as published on the school website.