St John of God Primary School, The Faythe Wexford
Internet Acceptable Use Policy

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 the school's internet resources, and will be protected from harmful and illegal use of the Internet.

St. John of PS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupil Access to the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only. Teachers may at times use the internet to facilitate the provision of a treat for children eg Children's films
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material

5. Pupils internet usage will be monitored by class teacher/ adult present or by IT support company if required
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis by IT support company
11. The use of personal external storage devices or CD-ROMS in school requires a teacher's permission
12. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
14. Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum
15. Internet safety advice and support opportunities are provided to pupils and parents in St John of God Primary School through parent talks and workshops, outside speakers, online resources such as www.webwise.ie website and anti-bullying resources
16. St John of God Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.

Email:

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

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send messages to or from school email

5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Communication Platforms

- Students and parents can be contacted by school administration and individual teachers via communication platforms e.g. Aladdin Connect or other established apps (DOJO, SEESAW). Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- The school will request the permission of all families before being contacted via these platforms. Parental permission will be acquired before engagement with an online platform will proceed. In some cases it may be necessary to setup a profile and prior to a Code of Invitation being released. In this instance, activation of a parental Code of Invitation once activated will be taken as parental consent.
- Aladdin and other similar platforms (e.g. DOJO, SEESAW) are designed to be accessed outside the school where Department of Education firewalls and filtering is not available. It is therefore the responsibility of the parents/guardians to monitor all online activity.
- These platforms are designed to provide two way communication. 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.
- St John of God Primary School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

Social Media

Students are not permitted to use Social Media on school premises.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/parents/ guardians. This permission may be withdrawn at any time
8. Pupils will continue to own the copyright on any work published.

Devices and Phones

The school recognises that sometimes it is necessary for a child to bring his/her phone to school due to after school commitments.

However, it is never necessary for a child to have a phone on his/her person or in their bag as the school text / email system can be used throughout the school day.

On occasion and in particular in an SEN setting children may be allowed to bring a device to school as part of a Behavioural Plan /System.

All phones and any other devices are to be handed up to the teacher on arrival in the morning and be returned to the child each evening. It is the responsibility of the child to request the return of the phone at the end of the day. Once returned to the pupil the phone must be kept in the child's bag and not used whilst on school property unless requested to do so by a teacher in facilitating parental communication on behalf of the child eg for collection from school if all other methods of communication have been fruitless.
Watches and other such smart, non-phone, devices that facilitate the taking of photographs are not to be worn by children in school.

Filtering

The school will use the Internet provided and filtered by the for the School's Broadband Programme in conjunction with PDST (Professional Development Support for Teachers). '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. St. John of God PS, the Faythe also uses

additional filtering software on all our machines, which, while not fool proof, thus filtering pupils' access to the internet further. No filter is 100% accurate.

The most effective filtering tool is adult vigilance.

At St. John of God PS, the Faythe we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

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.

Laptops/ Tablets/ Assistive Technology

Every site that is accessed within the school network or by a school machine is monitored and reports of all access are sent to the management team on a weekly basis. Teachers/ IT Support Company may check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Sanctions

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

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Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for

_____ (name(s): son/daughter)

to access the Internet.

- I 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 accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.
- I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

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

Date: _____

School Website	✓ **or X**
I understand that my child's schoolwork may be chosen for inclusion on the school's website and agree to same.	☐
I understand that my child's photograph may be chosen for inclusion on the school's website and agree to same.	☐

I 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: _____

Distance learning applications

Rationale

Emerging platforms such as Class DoJo/Google Classroom and Zoom etc for online collaboration and teaching due to distance learning demands caused by the Covid pandemic have been introduced into St. John of God P.S. These platforms enable the teachers to communicate with their pupils at home.

Aim

The aim of this policy update is to provide guidance on what is best practice when using these online platforms to ensure the online safety of pupils and teachers.

General Information

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

2. Staff members can communicate with pupils and their families via Aladdin or through an established app (e.g. Class DoJo, Zoom, Google Classroom etc).

3. Any electronic forms of communication will be for educational purposes and to allow for communication with families.

4. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Class DoJo, Zoom, Google Classroom etc)

5. Parental permission will be acquired before setting up a profile for a pupil on a communication forum. A parent's engagement ie downloading an app and communicating via same will represent such permission. The School's Aladdin Connect Administration will facilitate the communication of permissions.

6. Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum
7. Internet safety advice and support opportunities are provided to pupils and parents in St John of God Primary School through parent talks and workshops, outside speakers, online resources such as www.webwise.ie website and anti-bullying resources

8. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that wherever possible their caller ID is private.

Guidelines for students to use when using Zoom, Google Classroom and Class DoJo

1. Never post personal details online- all internet safety included in our AUP Policy still apply.

2. If on Zoom, mute your microphone-muting when you're not speaking gives others the ability to join in and share their thoughts reduces background noises.

3. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

4. Leave the Keyboard alone unless you are typing something relevant to the discussion or asking a question.

5. Dress appropriately and be aware of your surroundings. Be mindful of noise and other people around you.

6. Be respectful of others at all times. Remember you are in a classroom even if you're not in your uniform.

7. Classroom rule still apply – for example: show respect to others; take turns speaking; listen respectfully to others; raise your virtual hand; no eating; dress appropriately;

8. When on Class DoJo/Google Classroom be mindful of what you share. 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.

9. Under no circumstances can pictures or recordings be taken of video calls.

Guidelines for Teachers to use when using Zoom/ Live Platforms

1. Have a Co- teacher assigned when using Zoom or any live platform.

2. Have a Co- teacher or an SNA as a participant during Zoom video call or any live platform with pupils.

3. When arranging a Zoom video call with students or staff, ensure it is password protected.

4. Establish a routine of proper online etiquette similar to that of classroom rules for example, dress appropriately, no eating during the class, listen respectively to one another, mute unless you are speaking so as to allow the person speaking to be heard.

5. For Zoom video calls, 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.

6. Staff members will set up an appropriate environment from which to host Zoom video call.

7. Staff members will seek to become familiar with apps before using them with pupils.

8. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.

9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

10. Staff members will report any concerns regarding online behaviour or interactions to school management.

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Guidelines for parents and guardians:

It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.

1. Check over the work which parents send via email to their teacher, or check pupils work being sent by pupils to their teachers via Google Classroom, Zoom or Class DoJo, ensuring it is appropriate.

2. Continue to revise online safety measures with pupils.

3. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom video call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.

4. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach of the guidelines with regard to video calls may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

For detailed information on GDPR please visit

https://zoom.us/privacy

https://docs.google.com/document/d/12IyNXl86g3yF3Gzh7SePjJgRxTZIQh943NilVd4NuIQ/edit

https://www.classdojo.com/en-gb/privacycenter/?redirect=true

Signed James Culbert Date 4/2/2022

04-02-2022 - Marie Rosseter Fagan (Principal)

(Chairman).