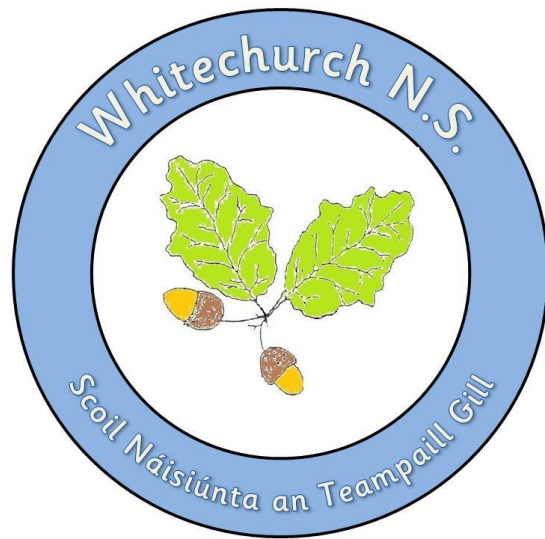


# Acceptable Use Policy



**November 2020**

## Whitechurch National School

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### Chairperson

Rev. Canon A. H. McKinley

### Principal

Ms. Sarah Richards

### Deputy Principal

Ms. Judy Brown

## Whitechurch National School Acceptable Use Policy for Pupils (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and Board of Management will revise the AUP periodically. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Since the introduction of the Aladdin Connect app for parents, acceptance of the AUP and consent for related activities is now completed by parents each September via the app.

This version of the AUP was updated in January 2013 by the ICT coordinator and Principal in consultation with the staff and Board of Management of Whitechurch National School. It was reviewed by the teaching staff in May, 2018 to ensure that it still met the requirements and technological advances of recent years. Another review took place in 2020 to ensure that the online distance learning necessitated as a result of the Covid-19 school closures was included.

See also: Mobile Phone policy, Child Protection Policy, Code of Behaviour, AUP for Staff

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### School's Strategy

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

#### General

- Content filtering software utilised by the National Centre for Technology in Education is in place across the school's internet network.
- Children's internet use is closely monitored and is always supervised by a teacher.
- Students and teachers will be provided with training in the area of Internet safety e.g. the Web-Wise programme.
- Uploading and downloading of non-approved software will not be permitted.

- Virus protection software will be used and updated on a regular basis.
- The use of Memory Sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Internet and Computer/iPad use**

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students 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.
- Downloading/changing wallpaper on school devices is not allowed.
- Students will not change any passwords or settings on school computers or iPads.

### **Email**

- Email will be used for educational purposes only.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange to meet someone over the internet.
- Sending and receiving email attachments is subject to permission from their teacher.
- Students and Teachers do not communicate with each other via email. Only parent email is used for communication with teachers.

### **Internet Chat/ Comments**

- Students are not permitted to use internet chat rooms or to comment online.

### **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.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph. Only Christian names will be used.
- Digital photographs, audio and video clips will focus on groups and group activities rather than on individual pupils where possible.

- Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
- Teachers will select work to be published and decide on the appropriateness of such work.
- Permission to publish a pupil's work and/ or photograph will be sought from parents/guardians at the outset of the school year. This permission may be withdrawn at any time by sending written notification to the school office.
- Teachers will check that any pupils who are appearing in photographs on the school website, have parental permission for same. Where a pupil does not have permission and they are in a group photograph, the pupil's face may be blurred out.
- Pupils will continue to own the copyright on any work published.
- No comments are published on the school website or class blog pages.
- Teachers will continue to communicate with parents through online learning platforms such as Seesaw, the school office email, written notes, phone calls and face to face meetings. Parents/ Guardians are reminded that a teacher's primary responsibility is the care and education of their pupils and therefore teachers are not able to meet during class time unless by prior and special arrangement. Parents/ Guardians wishing to meet with a teacher should make an appointment with the teacher or through the school office.

### **Personal Devices/ iPads**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving are in direct breach of the school's acceptable use policy.

Taking unauthorised videos or photographs with the iPads is in direct breach of the school's AUP.

Personal electronic and computing devices are not permitted in school. The school will not accept any responsibility for lost, stolen or damaged items of this nature.

Please see the school's Mobile Phone Policy for further information on pupil mobile phones.

### **Distance Learning**

In certain circumstances, such as a prolonged school closure, teachers may need to provide distance learning materials and resources for their pupils. This may be achieved via an approved online platform such as Seesaw or Google Classroom. The school will take a consistent and coordinated approach to the provision of distance learning for pupils. Teachers may, with the permission of the principal, initiate video classes via Google Meet (part of the school's G Suite for Education licensed tools).

- Generally distance learning will only be implemented in the case of a prolonged school closure.
- Where a pupil or family has to restrict their movements or isolate, the school will endeavour to provide distance learning support. The frequency of this support will depend on available staff members. Where a class teacher is not isolating with their whole class, they will not be able to teach full time hours and provide full time distance learning. In this case, distance learning support may be provided by a teacher working remotely or if there is no such teacher available, lists of work will be provided by the class teacher to the parent.
- Where a pupil and parent are set up for the first time on Seesaw or other online learning platforms, the parent is asked to consent to this being done. Once initial consent is provided, the account may rollover from class to class each year.

- Teachers provide lesson materials, resources and activities as agreed on a whole school level for the period in question. Advice from the DES is that the same level of work cannot be covered while distance learning so teachers will prioritise the curriculum.
- Teachers focus on the core subjects with a view to completing some activities in other subjects over each fortnightly planning period.
- Some work may be sent back for correction but this should be kept to a minimum so as not to overwhelm pupils and their parents.
- Teachers will ensure that the majority of work set is capable of being completed offline so that those with limited access to internet and devices can complete the work. However, with different age groups, the level of offline work may need to vary due to the specific capabilities of different class levels.
- Teachers will provide a good period of advance notice for any deadlines for work to be uploaded and/ or video lesson times.
- Teachers will ensure that instructions given are simple and easy to follow. Parents are asked to read instructions and ensure their child knows what to do.
- Teachers will only arrange video meetings and contact with pupils through the parent's email address so that parents may supervise such activity at home.
- Parents are all asked to sign up to the family account for online learning platforms such as Seesaw and are asked to regularly check in and monitor their child's work and any messages from teachers about the work.
- Teachers will clearly state the times that they will be available for interaction/ communication with pupils and parents online. Teachers will do their best to respond to parent messages during their working hours.
- Teachers will seek and welcome the feedback of parents and pupils on the operation of their distance learning plans.
- It is acknowledged that families will be in a variety of situations at home which can impact on the ability to complete distance learning. Teachers will try their best to cater for different situations within their reasonable workload. Parents are asked to let a teacher know of any issues that may affect their ability to facilitate distance learning for their child.

## **Social Media**

All social media is blocked in the school by the web filtering service. However your child may encounter social media websites outside school.

The following are guidelines for safe social media use:

1. Parents should monitor closely their child's use of the internet on computers and portable media devices eg. smartphones, MP3 players, game consoles etc.
2. Internet use should be in a main area of a house and not in a child's bedroom.
3. We would advise parents not to allow their children to have personal accounts on Facebook, Twitter etc. until they are at the appropriate and legal age.
4. Please do not "tag" photographs or any other content which would identify any children or staff in the school.
5. If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800 x 600 pixels)
6. Please ensure that online messages and comments are respectful.

7. Avoid any negative conversations about children, staff or parents on social media accounts.
8. Please do not request to “friend” a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

**Sanctions**

Misuse of the Internet may result in disciplinary action as outlined in the School’s Code of Behaviour. The school reserves the right to withdraw IT privileges where deemed necessary. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Review**

This policy is to be reviewed regularly and amended as necessary to ensure that it meet the current needs of the school, keeps up to date with new technology, and follows Department of Education procedures and any relevant legislation.

**Ratification**

This revised policy was ratified by the Board of Management in November 2020.

This policy was adopted by the Board of Management on\_\_\_\_\_ [date]

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Chairperson of Board of Management

Principal

Date: \_\_\_\_\_ Date: \_\_\_\_\_