

Scoil Mhuire gan Smál

ADDENDUM TO ACCEPTABLE USE POLICY

COVID-19

1st October 2021

- 1. DISTANCE LEARNING-HOW TO COMMUNICATE SAFELY ONLINE AT HOME.**
- 2. PARENTAL ADVICE FROM WEBWISE**
- 3. SCHOOL LAPTOP USE AT HOME**
- 4. LAPTOP LOAN AGREEMENT**
- 5. DISTANCE eLEARNING IN Scoil Mhuire gan Smál**

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. Scoil Mhuire gan Smál may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

We have also included guidance for parents on how to keep your children safe when they are online.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

DISTANCE eLEARNING IN Scoil Mhuire gan Smál

Introduction

This document sets out the policy of the school in respect of use of technology for distance or remote teaching and learning during the current Coronavirus stay at home instruction, hereafter referred to as "Distance eLearning" – it operates in addition to our existing Acceptable Use Policy (AUP).

Scope of this Policy

This policy covers any aspect of student distance learning as used by school Staff.

The list of applications that will be used for distance learning will primarily be:

- G Suite incorporating
 - Google docs
 - Google classroom
 - Google hangouts/meet
- Seesaw
- Zoom – for online classes.

There may be some additional applications that teachers may use, and the teacher will provide the pupil with the information required to access them.

eLearning Approach

eLearning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- We may use regular live classes while others may not
- We may use live classes through Zoom while others may use Google Classroom or Seesaw
- We may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim.

ONLINE COMMUNICATIONS

Guidelines for good online communication in Scoil Mhuire gan Smál:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families through an established app (eg. Seesaw, Class Dojo, Google Classroom).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address, Aladdin Connect or by the pupil's Google Classroom account. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil Mhuire gan Smál cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 8.50am - 2.30pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.

4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email, google classroom or Aladdin Connect.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Zoom

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. 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.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

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

PARENTAL ADVICE

THIS IS FROM WEBWISE WEBSITE.

<https://www.webwise.ie/category/parents/advice/>

Covid 19: Online Safety Advice for Parents

These uncertain times have led to an understandable disruption to family life, with parents and children spending more time than usual at home, and online. Digital devices are providing many benefits, whether it's to help children to continue their education through distance learning, using social media to connect with their friends and relatives, or using technology for entertainment, such as streaming content from Netflix or YouTube.

While **all families have their own unique circumstances**, many parents have similar concerns when it comes to their child's use of technology. **How can parents strike the right balance between online and offline activities, and help their kids have a positive relationship with technology, and the internet?**

Here are a few simple steps to manage online safety in the home.

1. Have the Chat

One of the most effective ways to ensure that your child or teenager has a positive experience online is to have an open, and ongoing conversation with them. Talk to them about what they do online, and reassure them that if anything happens that they are uncomfortable with, they should not feel embarrassed or afraid to speak to you about it. If your child feels like they can talk to you about their online activities without judgement, or fear of the consequences, it will lead to more honesty, and they will be better equipped to deal with any negative experiences.

For parents of young children, **it is never too early to think about their online safety**. Even if you are only beginning to discover the internet together, have

a conversation with them about the important things to look out for, such as who they talk to online, and about sharing personal information.

For tips on talking to your child about key online safety topics, **use our helpful talking points to help get the conversation started.**

<https://www.webwise.ie/category/talking-points/>

2. Set Up Parental Controls

Parental controls help to reduce the risk that your child will encounter inappropriate content online, and they can be set up on most internet enabled devices such as computers, smartphones, tablets and games consoles. They can also be set up through your internet service provider, and in online services such as Netflix and YouTube.

Parental controls can be used in a number of ways, for example to only allow your child to access age-appropriate content, or to monitor and block their usage. We recommend that parents use, and regularly review and update, parental controls across all devices in the home.

Note: *For parents of young children it's important that there is very close supervision of their online activity*, and that they are only online when you are with them.

Parents can also [set up 'safe search' options on browsers](#), for example if your child is using the internet for homework, and this setting will filter out adult content in search results. Most search engines have free controls in place to help parents.

How to set up parental controls

From setting up controls on a smartphone, internet browser, or popular streaming services, this 'how to' guide is a great place to get started.

While parental controls are great support, *there is no guarantee that they will be 100% percent effective*, so is it important to talk to your child about the potential risks and maintain an open conversation about using the internet safely.

<https://www.webwise.ie/parents/parental-controls-2/>

3. Time Online - Strike a Healthy Balance

Unfortunately, **there is no magic number for screen time**, and it is worth bearing in mind that children use their devices for lots of different reasons – to learn, create, play, and interact with their friends. Under the current circumstances households are using technology for a variety of purposes, every family is different and may face different demands, however setting clear boundaries and rules can be an effective way of managing screen time, and also making sure that you **set a good example, and follow those rules too**.

Áine Lynch, CEO of the National Parents Council – Primary, offers advice to parents about how to manage screen time.

4. Encourage Respectful Communication

Respectful Communication

Discuss the importance of being respectful to others online, and the impact that their behaviour may have on people. Encourage them to consider the other person's perspective, and how hurtful remarks or actions could make someone feel.

By fostering empathy, and helping them to understand their own boundaries and level of comfort, it will encourage them to become more responsible and considerate users of the internet.

The recent Connected short film encourages young people to think about how they communicate and connect online, and why their actions matter.

The campaign is supported by advice on dealing with online harassment and respectful communication.

<https://www.webwise.ie/connected-campaign/>

5. Talk About the Use of Privacy Settings

Privacy

Children and teenagers are documenting and sharing lots of information about their lives online, and may not be fully aware of the potential risks or the impact it may have on their [online reputation](#).

Talk to them about checking their [privacy settings regularly](#). Many social network accounts are 'public' by default, meaning that anyone can potentially see your child's posts or pictures. However, it is a good idea to remind them that even with the tightest privacy controls, content that is posted online can very easily be copied and shared to a wider audience that they cannot control.

Encourage your child to be familiar with the blocking and reporting features on platforms they use. Most websites and social networks provide tools for users to report inappropriate and offensive content.

6. Join In - Play HTML Heroes together!

The internet is a great resource for children – join in with them and discover the online world together! Why not explore HTML Heroes, and help your child learn about online safety in fun and interactive way?

HTML Heroes: An Introduction to the Internet has 8 lessons that can be easily accessed online from home. Children will learn about internet safety with the help of two animated USB characters called Archie and Ruby, who perform catchy and fun raps about online advertising, screen time, cyberbullying and how the internet works.

<https://www.webwise.ie/html-heroes/>

7. Explore Other Resources

Scoilnet

Scoilnet is the Department of Education and Skills (DES) official portal for Irish education. Scoilnet.ie contains a database of over 20,000+ online resources including websites, quizzes, lesson plans, notes, video/audio, games and

other multimedia. This online repository has been developed as a support for teachers at both primary and post-primary levels and provides teachers with the option to share and upload their own teaching and learning resources.

<https://www.scoilnet.ie/>

World Book

World Book Online is a suite of online research tools that includes encyclopedia articles, primary source collections, educator tools, student activities, educational games, pictures, audio, and video, complemented by current periodicals and related Web sites.

It can be accessed for free in the Republic of Ireland via the Scoilnet website.

<https://www.scoilnet.ie/scoilnet-services/world-book/>

A Parents Guide to a Better Internet

A Parents Guide to a Better Internet, is a free Webwise online safety booklet for parents.

It contains advice for parents of children of all ages, and covers topics such as social networking, screentime, cyberbullying, and sexting.

Parents can access it, and/or download it for free.

<file:///C:/Users/user/Downloads/Digital-Version-April-19.pdf>