

Acceptable Use Policy

Aim

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed.

It is envisaged that the AUP be regularly reviewed especially in line with all new legislation. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent/ guardian accepts the terms of the AUP unless the school is specifically notified.

School's Strategy

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

General

- Internet sessions will always be supervised by a teacher. Remote sessions must be supervised by a parent/ guardian.
- The school will regularly monitor pupils' internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- 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 personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media;

- ***Isolated or once-off incidents of intentional negative behaviour, including a once off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.***
- ***However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour***

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable usage policy.
- 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.

Email / Google Drive / Internet Chat

- Children must sign a written agreement annually, with parents and class teacher, prior to accessing school email accounts.

- School email address and drive is to be used for educational purposes only.
- The email address provided by the school to each student is the property of The Swan NS.
- All content will be monitored by staff at the school.
- If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
- Students will use approved class email accounts in school under supervision by or permission from a teacher.
- ·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, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- ·Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

Web 2.0

With the advent of Web 2.0, the internet has become a two-way communication system for the school and the wider community. Services such as Seesaw, Class Dojo, may be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by The Swan NS, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's Seesaw account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately.

- Many social media sites have minimum age requirements. While the school will not monitor this, we advise parents not to allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Some social media sites may be used by teachers in class, for example,

Twitter. However, all interactions will be under the supervision of the teacher.

- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint.
- Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, WhatsApp, Instagram etc.) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- 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 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- 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.
- Failure to keep the above rules will result in sanction.

Mobile Phones / Electronic Devices

- Usage of mobile phones/ electronic devices must be in adherence to the Mobile Phone / Electronic Devices Policy.
- The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource.
- Many features on mobile phones / electronic devices such as **Organiser** (calendar, calculator, convertor etc.), **Applications** (voice recorder, stopwatch, image editor, video recording) or **Alarms** are very useful and may be used under the direction of the class teacher. Very rarely will a child be requested to bring in their own personal phone/ device and should this happen the parent will be notified in advance

- In the event of children bringing a device to school whether requested by the teacher to do so or inadvertently the device will be kept by the teacher and only given to the child when required or at the end of the school day.
- Use of all devices is subject to school policies.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorized taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
- Please see mobile phone & electronic device policy and Code of Behaviour for further information.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti-Bullying Guidelines for Primary Schools (2013)
- GDPR 2018
- Child Protection procedures for Primary & Post- primary schools 2017.

Support Structures:

The Swan NS endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying talks regularly for pupils from 2nd – 6th class.
- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians to all parents in the school. Pupils from 4th – 6th class are permitted to attend this talk.
- Community Gardaí link in with classes re Internet Safety and Cyber Bullying.

- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.
- Safer Internet Day will be acknowledged annually with an appropriate lesson/ activity for Webwise.
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

Sanctions

- Misuse of the internet may result in disciplinary action, as outlined in the school's Code of Behaviour.
- Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Distance Learning – Use of Online Platforms and Programmes

In the event of an unexpected prolonged school closure where schools have been directed by the Department of Education to engage in Distance Learning or where certain class teachers decide to use online platforms to supplement teaching either in school or at home the school's Code of Good Behaviour applies and there are the same expectations around behaviour online as there are offline.

Seesaw will be used to communicate regularly with families through text/ email /memo/ homework facility, seek permissions where appropriate, to forward work to children, to receive completed work from children, and to provide feedback. This programme is password protected for both students and teachers. Explanatory Videos: Links to appropriate videos on YouTube, Vimeo, IXL and Loom (where the teacher makes their own video using Loom Screencast software) may be shared with students through Seesaw. This is in order to facilitate new learning and to explain work to students without the demonstration/teaching being 'live'.

Explanatory Videos: Links to appropriate videos on YouTube, Vimeo, IXL) may be shared with students through Seesaw or email. This is in order to facilitate new learning and to explain work to students without the demonstration/teaching being 'live'.

Zoom: Zoom video conferencing may be used to facilitate staff meetings, ISM meetings, SET meetings, Board of Management meetings, school assemblies, messages to parents/students and in some cases short check-in meetings with class groups where a parent/guardian must be present with their child/children (One off permission must first be sought for children to attend and rules outlined after permission has been given to attend Zoom class meet ups).

Live Meeting Protocols for Zoom: By logging your child into a Zoom class meet-up, both parents/guardians and students are automatically agreeing to the following rules and guidelines:

If you do not agree with something below, then you should not allow your child/children to attend.

Guidelines for pupils:

For video calls.

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space (not a bedroom) with no distractions in the background.
- Join the video with your microphone muted.
- 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.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.

Guidelines for parents and guardians:

For video calls.

- Under no circumstances can pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- 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.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room before you are accepted.
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- 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.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call. The call should only be taken in the main living area of your house to facilitate the parent/ guardian. Parents/ guardians should be within earshot for the duration of the call.

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 an incident will be kept by the school.

Filtering.

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. Filtering software is provided by NCTE. The access to websites from all school

computers is monitored and regularly reviewed by the NCCA and NCTE. Websites are only allowed through following a verification of their suitability.