

Convoy Joint National School

Acceptable Use Policy *for the Internet*

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 the AUP will be revised regularly. The AUP should be read carefully to ensure that the conditions of use are understood. It is assumed that the parent/guardian accepts the terms of the AUP unless the school is specifically notified.

This first version of the AUP was created in March 2006 by a policy committee, with representatives from the Board of Management, parents and staff. It was revised to take account of new technologies in 2013 and was further updated in 2021 to include Distance Learning.

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 and pupils' usage will be regularly monitored.
- Filtering software from the PDSTTiE is used in order to minimise the risk of exposure to inappropriate material.
- Pupils and teachers will be provided with information 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 or CD-ROMS and other digital storage media requires a teacher's permission.
- Pupils will observe good 'netiquette' (i.e. etiquette on the Internet), treating others with respect at all times and will not undertake any actions that may bring the school into disrepute. (see Anti-Bullying Procedures)

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the Internet for educational purposes only. All websites will be vetted by the teacher.
- Pupils are not permitted to use social media accounts or record images, audio or video of other pupils or staff.
- Pupils will be familiar with copyright issues relating to online learning and will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils 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 Use Policy.
- Pupils 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

- Pupils will not be given access to email. However, they may use approved class email accounts under supervision by, or permission from, a teacher as a means of teaching them how to use email.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as passwords or addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know online.
- Pupils will note that sending and receiving files is subject to permission from their teacher.

Internet Chat

- Pupils will only have access to chat rooms, discussion forums or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication fora will only be used for educational purposes and will always be supervised.
- Usernames and passwords will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Pupils should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Pupils should be polite, use correct language and not harass others or provoke fights online.
- Pupils should also recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Pupils should use trusted sources when conducting research via the Internet.
- Pupils should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways that were never intended.

School Website - www.convoyjointns.ie

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of pupils' work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to ensure that digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full name of individuals in a photograph.
- Pupils would continue to own the copyright on any work published.

Mobile Phones & Personal Devices

In accordance with the school's Code of Behaviour, pupils are not permitted to bring mobile phones and personal devices into school. Any mobile phone / personal device brought into school will be confiscated and must be collected from the school by the parent/guardian of the pupil concerned.

- Personal devices may include (but is not restricted to) mobile phones, smartphones, smartwatches, iPads, iPods, iPhones, gaming devices, laptops, tablet devices.
- Children are not allowed to bring personal devices on school tours or to other out-of-school events.

Distance Learning

In circumstances where teaching and learning cannot be conducted on the school premises, teachers may use a number of tools for classroom communication. This includes 'Seesaw' and other platforms such as 'Zoom' that have been approved by the Principal as 'Online Platforms' to assist with Remote teaching and learning where necessary.

- The individual teachers using the Online Platform has signed up to the terms of the Online Platform on behalf of the school thus enabling the most up to date security and privacy features which these Online Platforms provide.
- The school has adopted 'Seesaw' as its main Online Platform of choice. 'Seesaw' will be used to assign work and upload pre-recorded lessons.
- Parental consent is required before pupils can use the 'Seesaw' App.
- Each pupil is given a laminated copy of their individual 'Seesaw' Home Learning QR Code and it is requested that they do not share their code with others.
- It is the responsibility of parents/guardians to ensure that pupils are supervised while they work online.
- Parents/guardians are asked to check over the work which pupils send to their teacher(s), ensuring it is appropriate.
- Parents/guardians should also continue to revise online safety measures with pupils.

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. Essentially, by virtue of the pupil logging on to the call, permission is assumed.

- For security reasons, passwords will be provided to families, where applicable.
- Parents/guardians are required to be present to monitor their child's participation during video/Zoom calls.
- Under no circumstances can pictures or recordings be taken of video calls.

Legislation

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

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Children First 2018 (Child Protection)
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- EU General Data Protection Regulations 2018

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

For parents / guardians: Further information regarding Internet Safety is available from www.webwise.ie

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.

Reviewed and ratified by the Board of Management on 25/01/2021

Signed: Mrs. J. Cotter (Chairperson, Board of Management)

Convoy Joint National School

Dear Parent / Guardian,

Re: Acceptable Use Policy for the Internet

As part of the school's education programme we offer pupils supervised access to the Internet. This allows pupils to access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy. ***It is the policy of Convoy Joint N.S. to inform parents and guardians that a pupil's use of the Internet within the school signifies their acceptance of the AUP unless the parent / guardian requests in writing that they don't give permission for the student to use the Internet within the school.***

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

The Board of Management,
Convoy Joint N.S.