Glencorrib N.S.

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Acceptable Use Policy

1. Introduction and Aims

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 Therefore, if the School AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 school and parent representatives will revise the AUP as required. Before signing the consent form, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

It may be added to [updated] as required by changing circumstances, advances in technology etc.

2. 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

- ✓ Internet sessions will always be supervised insofar as is possible.
- ✓ Filtering software and/or equivalent systems (e.g. higher than usual safety settings on browsers) may be used in order to minimise the risk of exposure to inappropriate material.
- ✓ The School's Internet service is centrally monitored and controlled by the NCTE. This ensures that only acceptable internet sites are available to view. If a useful site is blocked by the NCTE monitoring system, the school may apply to the NCTE to have the site vetted and made available.
- ✓ The school will regularly monitor pupils' internet usage.
- ✓ Students and teachers will be made aware of the need for safety measures when using the Internet.
- ✓ Uploading and downloading of non-approved software will not be permitted.
- ✓ Virus protection software is used and updated on a regular basis.
- ✓ The use of personal memory disks or CD-ROMs in school requires a teacher's permission.

- ✓ Students will observe good "netiquette" (i.e., etiquette or good manners on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- ✓ Students will not have permission to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- ✓ Students will use the Internet for mainly educational purposes, but, on occasion permission may be given for internet access for entertainment or other use.
- ✓ Students will become familiar with copyright issues relating to online learning.
- ✓ Students will never disclose or publicise personal information e.g. names, addresses or other personal details, either about themselves or others.
- ✓ 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.
- ✓ Students will never arrange a face-to-face meeting with anyone whom they come in contact with on the internet while in school.

Email

- ✓ Where approved, students may use approved class email accounts under supervision by or with permission from a teacher.
- ✓ Students will not send or receive any material that is illegal, obscene, and 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 a face-to-face meeting with someone while in school.
- ✓ Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- ✓ Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school and no student may access those without teacher permission.
- ✓ Chat rooms, discussion forums and other electronic communication forums may only be used for educational purposes with school permission and may not be accessed by students without supervision.
- ✓ Where appropriate, usernames will be used to avoid disclosure of identity.
- ✓ No face-to-face meetings may be arranged with any person by means of the internet while in school.

School Website
The following guidelines apply to the ongoing organization of Glencorrib School website.

- ✓ Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website

- ✓ A teacher will coordinate the publication of student work, if it is decided to publish such work.
- ✓ Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without the school's permission.
- ✓ Digital photographs, audio or video clips of individual students will not be published on a school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- ✓ Personal pupil information including home address and contact details will be omitted from school web pages.
- ✓ Pupils will continue to own the copyright on any work published. A notice to this effect will be displayed on any published school website.

What are the disadvantages of internet access?

The internet is a powerful tool, but it should not be used indiscriminately. It must be recognised that a wide variety of unsuitable material is available on the Internet. While your child is at school, the school will make every effort to ensure that suitable resources, available on the Internet are used appropriately in a supervised environment. However, it must be pointed out that inappropriate material can be innocently and inadvertently accessed despite monitoring and preventative measures. In the event of such incident occurring, it should immediately be brought to the notice of a teacher, At home it is the responsibility of parents to monitor this resource, in the same way as one monitors the use of TV, video games, or the mobile phone.

[Update 1] Broadband Content Filtering and Anti-Virus Protection
The School is part of the School's Broadband Network Programme. This service is currently provided to the school by means of wireless connection.

A centralised management system for filtering content is provided as part of the service. Three options are offered to schools as part of the Broadband access programme. This school has opted for the first of these options, as per advice from National Centre for Technology in Education [NCTE] and local IT co-ordinator. This option allows access to a wide range of web sites and categories, while blocking potentially liable, objectionable or controversial content.

As well as the centrally managed control provided to protect against undesirable influences on the internet, the school also has its own virus control programme running on all school computers to guard against locally introduced virus problems e.g. from disks, USB mass storage devices, recordable CD's etc.
*This is pending as at present due to connectivity difficulties we are paying privately for our broadband.

Legislation
The school will endeavour, at all times, to abide by any relevant legislation relating to use of the Internet. Teachers, students and parents should familiarise themselves with such legislation where necessary or appropriate e.g.

- ➢ Child Trafficking and Pornography Bill 1997
- ➢ 1993 Interception Act

- ➢ Video Recordings Act 1989
- ➢ The Data Protection Act 1988

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.

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 where it may be deemed necessary to do so.

[Provisional update 2013]— Cyber Bullying

Following the growth and development of social networking sites e.g. Facebook, Twitter, as well as the development of handheld devices e.g. tablet PC's, smart phones etc., the issue of online bullying or ' cyber bullying' has become a major issue for parents, students, schools and society in general.

Please refer to the school's Anti-bullying policy for detailed policy guidelines on cyberbullying. The following information and guidelines are based on the most up to date advice to hand:

- ➢ Cyber bullying is not 'just messing'. It is a form of bullying and no form of bullying is acceptable.
- ➢ Children often have the mistaken belief that online bullying cannot be traced. This is wrong! It may be investigated by the gardaí and individual computers/phones can be traced.
- ➢ Children are not allowed mobile phones in school. It is worth remembering that, while internet settings on computers can easily be monitored by parents or teachers, it is much more difficult to monitor hand held devices such as smart phones.[See mobile phone policy]
- ➢ Children are reminded never to give personal details online e.g. Name, address, age etc.
- ➢ Information posted online cannot be withdrawn! [Even though the person posting the information may subsequently delete it, he/she cannot be sure who else may have already gained possession of the data and may use it in a way that was not intended]
- ➢ **No comment that could be seen as offensive, insulting, or racist should ever be posted online.** The simple rule is… "If you would not like to see it written about you, do not write it about another person".
- ➢ Programs such as "WebWise" are very useful in informing children of online dangers and how to avoid them. These will be availed of in school as appropriate.
  See www.webwise.ie which contains useful information for schools, parents and young people on the issues around cyber bullying.
- ➢ Children will be made aware of the meaning of the term 'digital footprint', which is the personal information about us that others may be able to obtain by searching the internet or social networking sites. Be careful what you post online!
- ➢ Access to social networking sites such as Facebook, Twitter, Youtube etc. is not currently allowed in school (as per the school's chosen NCTE broadband management

option) as it would be impossible to monitor all use and much of the content of these sites would not be deemed suitable for young children.

➤ Children are reminded to always report any form of online bullying to a parent/teacher. Keep or record the information as evidence where possible

Update on closure of schools due to Corona Virus 2020

Due to the closure of schools owing to corona virus, Glencorrib NS has implemented the following procedures in line with guidance from the Department of Education and Skills (DES) and Circular Letter 0024/2020 to support the continuity of teaching and learning in the event of an extension to public health measures. Our aim during this crisis is to provide all of our students with an effective education programme, insofar as possible, in the current context. Every effort will be made to ensure:

- Regular engagement of students in lessons, tasks and learning experiences across the range of curriculum areas or subjects
- Provision of specific and regular supports for students with special educational needs
- Provision of specific and customised supports for students at risk of educational disadvantage
- Provision of regular assignments to students that are purposeful, manageable and can be carried out independently
- Provision of regular, practical, supportive and customised feedback to students on the work submitted
- Adoption of a whole school approach to engagement with students to ensure consistency of approach so as not to overburden students or their parents and guardians

These are methods of engaging with students currently used by the school:

- Engaging with parents and guardians using email and Aladdin.
- Assignment of independent work using Seesaw and other online tools such as Khan academy.
- Devising specific tasks based on televised learning opportunities such as the RTÉ Home School Hub, Cúla 4 on TG4 and various documentaries on television players such as RTÉ player

- Participation in online lessons using Zoom. We would like to remind you of the importance of adhering to the Online Meeting Guidelines:

  ➤ Parents/guardians must be nearby (within earshot) to supervise and must be aware of what is taking place.
  ➤ The child should take part from a communal room such as a sitting room or kitchen.
  ➤ The pupil must be fully dressed and prepared for work.
  ➤ Taking photos or video/audio recordings of these sessions is strictly prohibited. Any violation of this will be treated with the utmost seriousness and reported to the relevant authorities.

➢ Staff members, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner.

Staying safe in the distance learning environment
Teachers who use online interactive platforms such as seesaw etc., to engage pupils in distance teaching must get written consent from the child's parents/guardian to engage with their child. The parent must consent to supervision/monitoring of the lesson at all times pursuant to best practice in child-safeguarding.

Ratification and Implementation:
This policy was ratified by the Board in _____

Review of Policy
This Policy was reviewed by the Board on _____

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ ____ Date: _____