



Delgany National School

Scoil Náisiúnta Deilgne Mocheróg
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Internet Acceptable Use Policy

Aim of Acceptable Use Policy (AUP)

The school's education programme offers pupils supervised access to the Internet as recommended by the Department of Education and Skills (DES). 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. This policy was drawn up following consultation and guidance from the National Centre for Technology in Education (NCTE) with the parents, staff, pupils and Board of Management of Delgany National School. This policy is regularly reviewed. Internet use and access is considered a school resource and a privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP will be imposed.

Our School's Strategy

The Internet and digital media allow students vast educational opportunities and is a valuable teaching and learning tool. In addition, digital literacy skills are key life skills. The school uses a number of strategies in order to maximize learning opportunities while reducing the risks associated with the Internet. At all class levels online safe behavior will be discussed and taught.

The Internet is a global computer network which is not controlled by any organisation. This means that information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access objectionable material.

Usage of the Internet therefore requires responsibility on the part of the user and the school. These responsibilities are outlined in the school AUP. It is important that this policy is read carefully and the associated permission issued on Aladdin is completed by a parent or guardian. The DES and the National Centre for Technology in Education (NCTE) have issued all schools with AUP guidelines which have been used in forming our policy. **Please note the internet permission will apply for the entire time your child attends Delgany National School.**

General

- Internet use by pupils in school will always be supervised by a teacher.
- Pupils will use the Internet in school for educational purposes only.
- The school's broadband is provided by The National Centre for Technology in Education (NCTE) who actively block inappropriate content based on site categorisation.
- Students and teachers will be offered training in the area of Internet safety. This training is provided through the NCTE's Webwise Programme www.webwise.ie. 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, or cause offence to pupils, parents or staff.
- The school will also monitor pupils' internet usage.

- 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 or other digital storage media in school requires a teacher's permission.
- Pupils are expected to respect computers, hardware and software and not intentionally damage or waste limited resources such as paper or ink.
- Access is a privilege, not a right and that access requires responsibility.

World Wide Web

- Pupils will seek permission to use the Internet.
- Pupils will not knowingly visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of a pupil accidentally accessing inappropriate material or images during a lesson, the pupil will immediately minimize the page and report the incident to the class teacher without attracting the attention of the other pupils. The teacher will then report the incident to the Digital Development Team.
- Pupils will be familiar with copyright issues relating to online learning. Pupils will not copy information into assignments and fail to acknowledge the source- (Plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information about themselves or others.
- Pupils will be aware that any usage of the Internet, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will be taught how to validate information viewed or downloaded from the Internet.
- Internet chat for educational purposes will be closely monitored. Any other internet chat will not be permitted.
- Downloading materials or images not relevant to their studies is in direct breach of the student's acceptable usage policy.
- Pupils will never disclose personal information.

Distant Learning

In the event that an individual pupil, a pod, a class bubble or the whole school are instructed by public health to self-isolate the school will engage with pupils through seesaw. The class teacher and the special education teacher will upload learning activities and school work to seesaw. Seesaw will also be utilized for setting homework. It is still our policy not to set school work for sick pupils or pupils away on holidays.

Parents give permissions and privacy consent for seesaw accounts to be created for their children. This permission is completed through Aladdin Connect. Appendix 1 outlines the use of seesaw as a digital portfolio platform. The teachers will regularly review the use of digital media and will only use platforms recommended by Professional Development Service for Teacher (PDST) and the Department of Education and Skills.

Zoom Assemblies

In accordance with the current restriction on social gatherings the school will not be coming together for assemblies. As part of an effort to maintain a level of normality and keep a sense of community the school will conduct zoom assemblies.

- Teachers will access the assembly via a designated password and through a waiting room to help mitigate against 'Zoom Bombing'.
- Teachers are not allowed record this assembly.

- Pupils will behave appropriately during these assemblies and the principal/deputy principal reserve the right to withdraw a class from assembly should any inappropriate comments etc. be made.

Email

- Pupils are not allowed access their own email or social media accounts in school.
- Pupils should submit school work on seesaw or to their class teacher's email account.
- Pupils will not knowingly send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will note that sending and receiving of email attachments is subject to permission from their teacher.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

School Website www.delganyns.ie

- Parental permission will be obtained before a child's work or image is displayed on the website. (See Aladdin permission form)
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work may appear in an educational context on Web pages.
- Digital photographs that are used on the school website will, where possible, focus on groups of children and group activities rather than individuals.
- Personal pupil information including home address and contact details will be omitted from school web pages. Full names of children will not be disclosed on the school website.
- All classes may provide work for publication on school website.
- The point of contact on the website will be the school address, telephone number and e-mail address.
- Home information or individual e-mail identities will not be published.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Our school website is intended to:

- Provide an opportunity for the pupils to publish their work on the internet
- Promote the school
- Provide information to outside parties
- To communicate with the parent body and the wider community
- To act as an information point for parents who wish to know more about the school events, policies etc;

Social Media Sites

Children are not allowed access to social media sites on the school computers. Many of these sites are blocked by the NCTE.

When using social media sites outside of school, we would ask that parents are cognisant of the following:

- All use of the Internet should be supervised.
- Many social media sites have minimum age requirements. We would advise parents not to allow their children to have accounts on Facebook, Twitter etc; until children are of an appropriate age.

- Do not “tag” photos or any other content which would identify any children or staff in a school.
- Do ensure that online messages and comments to the school are respectful. Any messages written via social media will be treated in the same way as written messages to the school.
- Do not make negative comments about children, staff or parents on social media accounts.
- Do not request to “friend” a member of staff in the school as this is inappropriate.

Legislation

Current legislation with which parents should familiarize themselves, relating to the internet includes:

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1993

Video Recordings Act 1989

The Data Protection Act 1998

Personal Devices

In line with our mobile phone policy, pupils may not use their own technology during school time. Such devices must be switched off until they leave the school grounds. All electronic items including a DS, Kindle or Wii are not permitted in school amongst pupils. This policy may be reviewed as the need arises.

Sanctions

Misuse of the Internet may result in disciplinary action including confiscation of items, written warnings, suspension and exclusion as outlined in our Code of Behaviour. Withdrawal of access privileges may be applied. Any illegal activities will be reported to the appropriate authorities.

Cyber Bullying

Information in relation to cyber bullying is contained in our Anti Bullying Policy.

Ratification

This policy was ratified by the BOM and will be reviewed as the need arises.

Date	Comment
06/03/2019	Policy reviewed
17/09/2020	Updated following engagement with digital tools during distance learning.

Signed: Nigel Waugh, Chairperson, Delgany National School

Pupil Rules for Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the devices:

- I will use the Internet and digital media for educational purposes only.
- I am aware that the computers, laptops, iPads and cameras are the property of the school and will use them correctly to avoid damaging them.
- I will only access the computer system with the login and password the class have been given.
- I will not access other people's files.
- I will not copy information into assignments and fail to acknowledge the source. I will always use my own words.
- I will only use devices as instructed by the teacher.
- I will never take photographs or record sound without the teacher's permission.
- I will never share any images or recordings of people on the Internet, unless I am asked to do so by my teacher.
- I am fully aware that everything I do on the school devices will be monitored by the school.
- I will never access my personal accounts in school.
- I will never access chat rooms in school.

Using the Internet:

- I will ask permission from a teacher before using the internet.
- If I accidentally access and inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my name, address or telephone number to anyone online.
- I will only access websites my teacher has approved.
- I will submit school work through seesaw or if request to my teacher's school email.

Appendix 1

Seesaw

Parent & Guardian Privacy Consent.

This will be completed through Aladdin Connect.

Use of Seesaw as a Digital Portfolio Platform

I acknowledge and consent;

- To my child using Seesaw as part of Delgany National School's curriculum.
- To Delgany National School entering my child's personal information into Seesaw.
- That there may be images of my child or other children at Delgany National School uploaded to Seesaw.
- I agree to abide by the following Delgany National School policy guidelines when using Seesaw:
 - No sharing of any of my child's journal entries via social media (including the use of screen shots).
 - No sharing of my password or the login details with any other person outside my immediate family, i.e. parents or carers.
 - All comments made by adults and children will be polite and respectful.
 - All comments will refer to the journal entry and your child only.
 - If any inappropriate comments are made, Delgany National School reserves the right to withdraw access until further notice.