



Internet Acceptable Use Policy

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*Section added to reflect new methodologies implemented in light of Covid-19 pandemic March 2020

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Holy Well NS.

- It also applies to members of staff, volunteers, parents, carers, and others who access the internet in Holy Well NS.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Holy Well NS will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Holy Well NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Holy Well NS implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Holy Well NS participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, and the Interim Manager.

The school will monitor the impact of the policy using:

- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils.

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- Students and teachers will be provided with training by teachers in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all students.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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

The implementation of this Internet Acceptable Use policy will be monitored by The Chairperson BOM, Principal and Teaching Staff

Content Filtering

Holy Well NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to any staff member

Pupils and staff 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.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Holy Well NS :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Holy Well NS.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Holy Well NS community.

Staff and pupils must not discuss personal information about pupils, staff, and other members of the Holy Well NS community on social media.

Staff and pupils must not engage in activities involving social media which might bring Holy Well NS into disrepute.

Staff and pupils must not represent your personal views as being those of Holy Well NS on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet/bluetooth-enabled devices such as tablets, gaming devices, smart watches and digital music players in Holy Well NS:

- Pupils are only allowed to bring personal internet/bluetooth-enabled devices into Holy Well NS with expressed permission from staff.
- Pupils are only allowed to use personal internet/bluetooth-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are not allowed to use personal internet/bluetooth-enabled devices during social time.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Holy Well NS pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Permission from parents or carers will be obtained before photographs of pupils are published on the school website or school app.

Pupils must not share images, videos, or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Measures are taken by Holy Well NS to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

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 will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Website/ School App

The School App

- The Holy Well school app is now the school's main communications channel and administration processing platform for parents and guardians. It provides a single touch point where all of the school's published news and information can be quickly and easily accessed through a parent's phone.

Security and Access:-

- The school app can only be accessed by teachers and the school secretary for the purpose of sending messages to the general parent population /class/ small group and also to send personal notifications to parents.
- The publication of student work on the App will be co-ordinated by a teacher.
- Digital photographs, audio or video clips of individual students will not be published on the school App. Instead photographs, audio and video clips will focus on group activities.
- Staff will use the cloud-cam feature on the App to take photographs as this is a GDPR compliant method and prevents storage of pupils' images on devices such as phones or tablets.
- Content focusing on individual students will not be published on the school website/app without parental permission.
- Personal pupil information including home address and contact details will be omitted when publishing photographs or schoolwork on the app.
- The school app will avoid publishing the first name and last name of individuals in a photograph. Any exception to this rule will necessitate the school seeking parental permission.
- Pupils will continue to own the copyright on work published
- Parents will submit personal notes regarding their child's profile including their medical needs. On a day to day basis parents will communicate absence, late note, permission to leave early, consent forms etc.
- Parents will also use the school app to pay school monies e.g. book rental, art, photocopying, school tours etc
- The App provides parents with a link to the school uniform suppliers and relevant booklists.
- The website/App will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

Permission Form

Legislation: The school will provide information on the following legislation relating to use of the Internet on request 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

We have read and agree to follow Holy Well NS Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety, but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website/app, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/app. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____

Date: _____

Remote/ Distance Learning:

In circumstances where teaching cannot be conducted on the school premises, the approved platform to assist with remote teaching is the SeeSaw App, in conjunction with other platforms approved by the Principal, for example, Zoom, School App Class Chatboards and Microsoft Teams.

- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.
- In the case of some platforms, for example, Seesaw, if a parent's email address is not being used, parents/guardians must grant access to their child to have a school email address such as pupilname.student@school name.ie
- Parents/guardians will be provided with the password and will be responsible for monitoring their child's use of the email address and Online Platforms.
- 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 and/or a link to the video call will be provided to families, where applicable
 - Passcodes and links must not be shared with anyone else
 - Under no circumstances should pictures, video or audio recordings be taken of group video calls.
 - At times it may be necessary to conduct video calls on a one to one basis for pupils with special educational needs. Prior consent is required, and an adult must be in attendance to monitor the pupil. For child protection and safeguarding reasons, these one-to-one video calls will be recorded by the teacher.
 - The main purpose of a video call is to outline learning activities assigned on Seesaw, while maintaining a social connection between the school staff and pupils. 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 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. (i.e. Family Name)
 - 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.
 - 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.
 - 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 a meeting being immediately terminated.
 - Communication may only take place during normal school hours.
 - The school Code of Behaviour is applicable to remote teaching and learning i.e. Anti-Bullying Policy, Digital Acceptable Use Guidelines.
 - Parents/guardians are required to monitor their child's participation in any such lessons conducted on the Online Platforms.

Appendix A

Dear Parent/Guardian,

As a result of _____ Holy Well NS has adapted its practices in which pupils are supported through online platforms. In line with GDPR and Child Protection guidelines, the following procedures must be agreed and adhered to in order to successfully facilitate 'Zoom' interactions.

In agreeing with the procedures:

- Your child must be appropriately dressed for the duration of the video call.
- The child must be in an open non-private space i.e. not their bedroom.
- Appropriate language must be used during interactions.
- That a supervising adult is present in the room at all times.
- Appropriate video background (we respect privacy and personal belongings)
- Please do not video/audio record sessions from other devices, without prior permission being sought.

Please note in failing to comply with the above guidelines, interactions become unsecure for all parties involved. As a result, sessions would immediately end and continued Zoom supports could be withdrawn.

We look forward to the continued collaboration here at Holy Well NS

Dear Parents:

I am delighted to share with you that this school year our class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

For your child to use Seesaw, the app needs your child's name in order to associate work such as their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and does not advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Holy Well N.S. Assistive Technology Use Agreement

I wish to apply for, and confirm that I am willing to accept the responsibility for, taking into my possession a _____ (item of Assistive Technology) for the period of the school closure due to Covid 19 restrictions.

I confirm that I have read, understood and agree to the attached 'Terms and Conditions of Use' and am willing to take responsibility for the Assistive Technology subject to these 'Terms and Conditions of Use' and such other policies as are determined by Holy Well N.S.

By accepting this 'Assistive Technology Use Agreement Form', I agree to the terms and conditions of use and accept delivery of the Assistive Technology.

Assistive Technology Use Agreement

Guidelines for Use and Terms and Conditions:-

1. The Assistive Technology remains the property of Holy Well N.S.
2. The Assistive Technology is covered under school insurance, however; the user must take reasonable care to avoid damage or loss. All leads and accessories are to be stored safely. The school is not in the position to replace or repair any damaged, lost, or stolen equipment/accessories during the Covid pandemic period.
3. The Assistive Technology has been provided for school related use.
4. All major Assistive Technology faults to be reported to the school office by email only during the current period at this address office@holywellns.ie
5. The Assistive Technology is for the agreed pupil usage and must not be transferred to a third party.
6. Please make every effort to securely store the Assistive Technology.
7. I will use the Assistive Technology lawfully and in accordance with Holy Well N.S. acceptable usage policy.
8. I will not sell, assign, transfer or otherwise dispose of the Assistive Technology.

9. If my status changes with Holy Well N.S., or if I breach any of these terms or conditions, Holy Well N.S., may revoke this arrangement by giving me written or electronic notice.

10. I will take due care of the Assistive Technology package at all times, including:

- The assistive technology should be kept in its accompanying covers at all times
- Not leaving the Assistive Technology unattended in a public place.
- Not leaving the Assistive Technology in an unattended or unsecured vehicle.
- Not allowing the Assistive Technology to be accessed by any other person (unless authorised by Holy Well NS).
- Not allowing the Assistive Technology to be interfered with, tampered with, or altered by a third party or otherwise except in accordance with acceptable usage policy of Holy Well N.S.
- Ensuring due care is taken in the handling, transporting and usage of the Assistive Technology.

11. If the Assistive Technology is lost, stolen, or damaged I will advise the Principal A. Crowley and the Gardaí as soon as possible.

12. The downloading of programmes and installation of via download sites or via external devices is not permitted without prior consultation with the ICT co-ordinator or the SEN co-ordinator. Educational programmes only are to be installed that are from reputable Educational Companies and **only programmes that are for educational purposes should be installed (with permission from the ICT co-ordinator/SEN co-ordinator) of the school.**

Contact Email office@holywellns.ie

13. These devices will be retrieved by the school at the end of the school term/year, and only by authorised school personnel.

A. Crowley,
Principal
Holy Well N.S.

Signature of Parent/Guardian _____

Date _____