Ballyfin National School

Internet Acceptable Usage Policy

The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and that we as a school minimise the risk associated with internet use .

Ballyfin NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil. Where serious breaches occur this may include the involvement of outside agencies eg NEPS Gardai Túsla

Internet

1. Internet will be used for educational purposes only

2. Internet sessions will always be conducted in the presence of a teacher while at school. It is the responsibility of parents to supervise internet usage for school purposes at home.

3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher

4. Filtering software is used to minimise the risk of exposure to inappropriate material – Filter Level 4 (see page   for explanation)

5. The school will regularly monitor pupils' internet usage

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6. Pupils will receive training in the area of internet safety

7. Pupils will be taught to evaluate the content of internet sites

8. Teachers will be made aware of internet safety issues

9. Uploading and downloading of non-approved material is banned

10. Virus protection software will be used and updated on a regular basis

11. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute

12. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

13. USB storage devices where used in school will be for school use only.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only

2. Students will only use approved class email accounts under supervision by or permission from a teacher

3. Where pupils are being sent information, videos, invitations to live lessons by teachers this will be done via a parent e-mail address only and the parent will decide if the pupil will participate or not.

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

5. Pupils will not send text messages to or from school email

6. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email

7. Pupils will never arrange to meet someone via school email

8. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website.

Each class teacher has their own page for their class news and projects.

1. Personal pupil information, home addresses and contact details will not be published on the school website

2. Class lists will not be published

3. Pupils' full names will not be published beside their photograph

4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils

5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website

6. Teachers will select work to be published and decide on the appropriateness of such

7. Permission to publish a student's work will be sought from pupils/ parents/ guardians usually when the child starts school in Ballyfin NS.
   This permission may be withdrawn at any time.

8. Pupils will continue to own the copyright on any work published.

Education

Ballyfin National School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

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.

Ballyfin National School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Ballyfin National School has opted for Level 4 Filtering. This filter allows access to a wide range of websites including educational, cultural and general interest categories including access to You Tube which has become widely used in schools for teaching and learning in recent years. This level blocks access to websites belonging to the "personal websites" category and websites such as Facebook belonging to the Social Network category.

Firewalls

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Ballyfin National School has installed firewall software.

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Remote Learning

Covid 19 has seen the need for schools and their students and families to employ a far greater use of technology to communicate with each other and maintain the delivery of education.

Having looked at the list of approved platforms for such engagement Ballyfin National School has opted to communicate with families via Aladdin and Class Dojo as our main platforms for delivery of educational material and communication.

Zoom is being used where live lessons/ sessions are taking place.

Staff, Parents and Pupils are expected to adhere to the following guidelines in order to minimise risk and ensure safety.
Guidelines for Video Calls – Teachers & SNAs

Ballyfin National School is mindful that access to devices in houses is limited – particularly where a number of people are working from home at the same time.

Teachers are asked to consult with the other teachers to ensure that there are not multiple calls to the same home at the same time.

Video calls can only be offered to students via the parent email and it is up to the parent to decide whether or not the family is in a position to accept the call at the specified time.

Parental consent to the use of the platform /digital tool is implied in the parent's use of the link to join the call.

Teachers & staff are advised to create new links for each meeting to reduce the likelihood of the link being shared outside the list of invited attendees.

The teacher or staff member is the host for the meeting . Disable the co-host function.

The teacher / SNA is always first to the meeting and last to leave to ensure that students can't join before or after the meeting. Use the waiting room facility to screen those wishing to join in advance.

Lock the meeting once attendees have been admitted.

Teachers/ SNAs are asked to be mindful of the background on screen – to ensure that the background is appropriate and does not feature personal or inappropriate items.

The call is an extension of the classroom and the normal code of behaviour and dress applies.

Teachers / SNAs are asked to keep a log of calls and attendees.

Guidelines for Video calls – Students and Parents

Video calls are seen as an extension of the classroom and the same expectations around behaviour and dress apply.

All calls are made via a parent email.

Parental consent for the call is implied as the link to the video call will be supplied through the parent email and by accepting the link you give your consent.

A parent is asked to remain present with pupils for the duration of the call in the event of any difficulties.

Pictures or recordings of the calls should not be taken.

Parents will be advised of the start time and duration of the call and the school will adhere to these times.

Devices should be set up in an appropriate space in the home preferably with the camera facing a wall or corner of the room to avoid distractions and respect the privacy of their pupils' homes.

In accepting the call the parent is agreeing to supervise their child while on the call and ensure any content being submitted is appropriate.

Parents are asked not to share the link to the meeting with anyone else - including other members of the family and extended family. This is a safety measure for the protection of all the children.

Appendices

- **Letter to parents**
- **Pupil Undertaking Form**
- **Internet Permission Form**
- **School Website Permission Form**

This policy is complemented by Ballyfin National School Acceptable Use Policy – Staff

These policies have been reviewed and updated as part of our response to the Covid 19 Pandemic.

This policy and the Ballyfin National School Acceptable Use Policy – Staff
will continue to be reviewed as new legislation or circumstances dictate.

All partners will be informed of any amendments necessary after such a review.

This policy was agreed and ratified at a meeting of the Board of Management.

Date :   24/3/2021

Signed: Fr.J. Brophy

Chairperson Board of Management Ballyfin N.S.

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Ballyfin,
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Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise.** We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

_____
 Principal

Responsible Internet Use
Pupil Undertaking

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site

- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission

- I will not use email for personal reasons

- I will only use email for school projects and with my teacher's permission

- The messages I send will be polite and sensible

- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone

- I will ask for permission before opening an e-mail or an e-mail attachment

- I will not use internet chat rooms

- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately

- I know that the school may check my computer files and may monitor the sites I visit

- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed:
_____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for _____
(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____   2. _____

         Parents/Legal Guardians

Date: _____

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School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____   2. _____

         Parents/Legal Guardians

Date: _____