Internet Acceptable Usage Policy

St. Enda's National School   **February 2023**

Rationale

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 will be protected from harmful and illegal use of the Internet.

St. Enda's National School 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.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
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.

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. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. 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.

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. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Education

St. Enda's 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.

St. Enda's National School has filtering software managed by PDST Technology in Education. The access to websites from all school computers is monitored and regularly reviewed by the PDST Technology in Education. Websites are only allowed through following a verification of their suitability.

Firewalls

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

- **Aladdin**

  Staff will communicate regularly with parents and pupils via Aladdin. All families are asked to download Aladdin and to check it daily for updates and important information.

- **Email**

  Communication may also be through email. Parents are asked to give an up to date email address to the school.

- **Phone calls**

  Parents/guardians who wish to talk to teachers, including SET can make a request through the teachers email address (see above). Teachers can talk to both parents and children about assigned work, teaching and learning.

Rules for pupils using online communication

For submitting learning:
1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/phone calls
1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online and on phone calls.
3. Set up your device in a quiet space, with no distractions in the background.
4. Remember to take turns speaking, just like in class.
5. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

6. Show respect by listening to others while they are speaking.
7. Ensure that you are dressed appropriately for the video call.
8. Be on time - set a reminder if it helps.
9. Enjoy! Don't forget to wave hello to everyone when you join!

Remote teaching and learning – Guidelines for parents and guardians

For learning
1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/phone calls
1. Under no circumstances should pictures or recordings be taken of video calls or phone calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call or phone call is to help parents/guardians and children to engage in online learning activities while maintaining a social connection between the school staff and pupils.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. Please ensure that your child is on time for a scheduled video, or phone call.
6. When a video call is taking place, participants should be dressed appropriately.
7. An appropriate background/room should be chosen for the video call.

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.

Protocol for remote teaching and learning
All staff engaged with online remote teaching and learning, pupils and parents/guardians are expected to adhere to the protocols set out in the Remote teaching and Learning Policy.

Managing the Organisation during School Closure

- School management and staff use the school email, Seesaw and the school website to communicate with parents/guardians during school closure.
- Parents can contact staff members via the school email and teacher's school emails.
- Staff meeting and Board of Management meetings may be held on secure video conference platforms such as Zoom.

Ratification and Review.

This policy was ratified by the Board of Management of St. Enda's National School on _____.

It will be reviewed and evaluated by the staff and principal at staff meetings.

Signed:

Principal_____   Chairperson_____