

The Quay School

ACCEPTABLE USE POLICY

INDEX St.Columbkille's National School

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The Quay School

St.Columbkille's National School

Mission Phrase: St Colmcille's NS is a Catholic, primary school which strives to provide a structured, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. We will strive to provide an appropriate education for every child in our school.

"Ní neart go cur le chéile"

1. Introduction

The aim of the Acceptable Use Policy (AUP) is to ensure that pupils of St Colmcille's NS 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The Board of Management in consultation with the staff, and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was formulated in January 2021 by staff of St Colmcille's NS and members of the Board of Management.

2. Use of I.T. Equipment

- Internet sessions will always be supervised by a teacher.
- The school's internet provider is through the National Centre for Technology in Education (NCTE), which provides a filtering system (level 6) to schools to minimise the risk of exposure to inappropriate material.
- Teachers will be encouraged to avail of in-service courses relating to internet safety at the education centres when available
- Uploading and downloading of software by any student will not be permitted except under the express supervision of a teacher.
- Each PC/laptop/tablet will be protected with anti-virus protection software which will be regularly updated.
- No personal software may be loaded onto any computer in the school.
- Memory keys and CDs may be used by teaching staff only.

- Students and staff 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.
- Users may not access social media sites.
- Only teachers may access and upload information on school Twitter and Facebook account.
- Children will be informed of these procedures at the beginning of the school year.
- Internet Safety Day will be used as a focus to remind members of the school community about our Acceptable Use Policy.

3. World Wide Web

- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will use the Internet for educational purposes only.
- Users will be familiar with copyright issues relating to online learning
- Users will never disclose or publicise personal information.
- Users 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.
- Users will use Google as the search engine
- Staff will use G-suite tools as necessary.
- Google Classroom and the Seesaw App will be used by teachers, parents and pupils when deemed as necessary by the Principal.

4. Internet Forums

- Users will not participate in any internet chat sessions or forums.

5. Staff Internet/ E-mail:

- All teachers have been issued with a school e-mail address for school administration purposes only.
- *All incoming e-mail must be directed to school e-mail address (quayschool1@eircom.net).*
- E-mail/Internet use for educational or school administrative purposes only.

6. School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website.
- Such publication of student work will be initiated and managed by a teacher.
- Pupils will continue to own the copyright on any work published.
- Digital photographs, audio or video clips of individual pupils will not be published on the school website where the parent/guardian of a pupil has not consented to the sharing of photographic images of their child. In general, photographs, audio and

video clips will focus on group activities. In the event where a photograph is taken in the context of an individual activity or achievement, the pupil's full name will not accompany the photograph.

- Personal pupil information including e.g. full name, home address and contact details will be omitted from school web pages and social media profiles.

7. Mobile Phones

- Pupils are not permitted to keep a mobile phone in their possession. They must hand their phone in to the school secretary at the start of the school day and collect when leaving school. The class teacher should receive a written and signed letter of permission from a parent or guardian.
- All mobile phones and tablets must be powered off in school when on the school premises.
- If a pupil is in possession of a mobile phone and the school has not received written parental consent, the phone will be confiscated immediately. The Principal will contact the parent/guardian and an appropriate sanction will be discussed.
- In the event that a pupil is found to have their mobile phone powered on during school hours, on the school premises or while on a school outing, the phone will be confiscated immediately, to be returned no later than the end of the school day. The pupil will be sanctioned according to the school's Code of Behaviour and the pupil's parents/guardians will be contacted by the Principal in order to prevent a reoccurrence.
- The school retains the authority to withdraw mobile phone privileges from any pupil in the interests of the health, safety and wellbeing of the pupils, staff and school community.

8. Use of I.T. and Internet Resources During Emergency School Closures

The Board of Management and teaching staff of St Colmcille's NS will remain diligent in monitoring examples of best practice and peer-reviewed academic research into the use of I.T. for education in the primary school setting. The school seeks to employ I.T. efficiently, for maximum benefit with measured exposure to screens and digital devices. The school is committed to excellent teaching of the primary curriculum, with a central emphasis on reading from hard-copy books, the practice of hand-writing and the use of tactile learning resources.

During periods of emergency, if pupils and teachers are unable to access the school premises for protracted periods of time, the Board of Management sanctions the use of the following software:

- Google Classroom (from the G-Suite range of digital products available from Google, free gratis).
- Seesaw App (iOS and Android) and website.
- Zoom Meeting and Google Meet – Video Meetings

As such, parents who consent to engage with the Google Classroom process will share their own data with Google, the school will not share such data.

Each parent/guardian will receive a code from the school, facilitating their child/ren joining of a virtual classroom group. By using this code to access the school's virtual classrooms parents and pupils agree and consent to use such virtual classrooms subject to the terms of this Acceptable Use Policy.

While logged into the Google Classroom App or site, parents and/or pupils will be able to communicate with the class teacher in order to receive advice, reference to appropriate learning tools and suggested programmes of tasks to reinforce learning in the home setting. Class teachers will retain the right to arrange pupils into smaller groups within the larger whole class group setting, as they do in the normal classroom setting.

All posts or submissions to the Google Classroom will be private, not to be viewed by other parents or pupils.

All text, images and other subject matter posted to the Google Classroom will be respectful, on topic and in line with the school's Code of Behaviour.

Parents and pupils will note that while they are logged into a teacher's Google Classroom, their own Google user name will be visible to others who are logged into the same classroom at that time, via the 'people' tab. Users may be sent messages, assignments and other forms of contact only by the designated classroom administrator, the teacher.

Teachers in the Junior School may recommend the use of Seesaw in order to complement Google Classroom in the event that this App is thought to be more appropriate to use in connection to certain learning activities.

All planning for teaching and learning at St Colmcille's NS during and after emergency closures will be informed by the recognition that our pupil's will experience a diverse range of learnings in the home setting. There will be a diversity of pupil experience in terms of individual capacity to access online networks, devices and de-facto tech support during periods of school closure. Online learning resources will be made available to pupils and families. These online resources will be subject to periodic review. Following periods of emergency closure, the school will plan for teaching necessary strands from the curriculum factoring in the needs of all pupils, including those pupils who may have received limited access to the online learning resources that have been provided.

Email communications from the school office will continue to be sent via Aladdin and Aladdin Connect system.

Families with limited or no access to the internet should contact the school office, in confidence. Every effort will be made by the school for as long as the office is operational to ensure that communications and messages from teaching staff reach every pupil and family.

9. Designated Liaison Person

In the event that a pupil, parent, staff member or member of the Board of Management deems that the use of I.T. equipment or access to the internet has caused or potentially could adversely affect the wellbeing any member of the school community, the Designate Liaison Person should be informed immediately. The school Principal, Mr Munnelly, is the Designated Liaison Person. In his absence, the Deputy Principal, Ms Lally, may be informed.

10. Legislation

This Policy takes cognisance of the following legislation and all amendments thereto. Please note this is not an exhaustive list of such legislation.

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti-bullying policy (cyber) 2013
- General Data Protection Regulation 2018

11. Sanctions

Misuse of the Internet will result in disciplinary action. Such disciplinary action will be applied in conformity with the Board of Management disciplinary procedures, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school will report any illegal activities to appropriate authorities.

Definitions:

‘Users’ shall mean anyone who is approved for use by the Board of Management or its nominated representative

‘Staff’ shall mean all adults employed in the school.

‘Legislation’ shall mean all relevant legislation.

Reviewed:

Signature of Chairperson B.O.M.: Mr Seamus Moran

Date: 15th January 2021

Next Update: January 2025

**St Colmcille's NS
The Quay
Westport**

Re: Internet Permission Form

Dear Parent/Guardian,

As part of our school planning for the teaching of the curriculum, incorporating our Digital Learning Plan, we offer pupils supervised access to the Internet. This enables our pupils to access a large array of online educational resources that we believe will enhance their learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (I.T. and Internet), which is attached. It is important that this policy document is read carefully, the permission sheet signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether to allow their children access to the Internet as set out in the school's Acceptable Use Policy. You may wish to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

Kevin Munnelly

Principal

St Colmcille's NS

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil _____

Class _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and abide by all of the standards explained to me by the teachers.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my child/children 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 pupils access unsuitable websites.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

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

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____