

Scoil Naomh Eoin

Killenard, Portarlinton, Co. Laois, R32 F782.

Tel: 057 8626217

Email: office@naomheoin.ie

www.killenardschool.weebly.com



Principal: Stephen Donovan

Deputy Principal: Anne T. Hillery

Acceptable Use Policy (AUP) Scoil Naomh Eoin, Killenard, Portarlinton, Co. Laois

The aim of this Acceptable Use Policy is to ensure that pupils 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed. It is envisaged that school and parent representatives will review the AUP annually.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet use will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety
- 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 personal disks, (CD-Roms, Memory Keys etc.) requires a teacher's permission.
- 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.

World Wide Web

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or objectionable materials.
- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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.

Email

- Pupils will use approved class and email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will never arrange face to face meetings with someone they only know through emails or the internet
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher

Internet Forums

- Pupils will only have access to discussion forums or other electronic communication forum that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- A teacher will coordinate the publication of student work.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead, photographs, audio or video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages
- Pupils will continue to own the copyright to any work published.

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

Communication:

The policy will be uploaded to our school website <https://killenardschool.weebly.com/> and a copy distributed to each family on Aladdin.

Success Criteria

This policy will be deemed to be successful when the following are observed:

- *Practices and procedures listed in this policy being consistently implemented by teachers*
- *Positive feedback from teachers, parents and pupils.*

Ratification:

This policy was ratified at a meeting of the Board of Management of Scoil Naomh Eoin on the 29th of September 2020.

Signed: Deidre Doyle
Chairperson

Date: 29/09/20

Appendix 1:Permission Form

Before signing, the AUP overleaf should be read carefully to ensure that the conditions of use are accepted and understood.

Sign and return this permission form to the school Principal.

School Name: Scoil Naomh Eoin, Killenard, Portarlinton, Co. Laois

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 obey all the rules explained to me by the school.

Pupil's Signature: _____ Date :-

Parents/guardians must sign for students who are unable to do so by themselves

Parent/Guardian

As a parent or legal guardian of the above pupil, 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 pupils access unsuitable websites.

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.

Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio or video clips will focus on group activities. Video clips may be password protected.

In the event of school closure, if parents submit photographs of children or their work for display on the school website consent to display is implied.

Parent's/ Guardian's Signature: _____ **Date:** _____

Appendix 2: Distance/Blended Learning

During school closures, we are working on ways to maintain the link between school and home. We miss our pupils and we hope to continue to communicate with them through various means. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Scoil Naomh Eoin will endeavour to help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Guidelines for good online communication in Scoil Naomh Eoin:

- Under no circumstances can pictures or recordings be taken of video calls.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families via Aladdin or through an established app/ platform (eg. Seesaw).
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified e.g. Aladdin Connect, Seesaw, Zoom
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- 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 will be provided to families, where applicable.
- Scoil Naomh Eoin cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Rules for pupils using online communication methods:

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:

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online. If rules are broken you may be muted or removed from the group call.
- Set up your device in a quiet space, with no distractions in the background.
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

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/Zoom

- Under no circumstances can pictures or recordings be taken of video calls.
- Update your profile on Aladdin to ensure that the school has the correct email address for inviting you to join apps and meetings.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. 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.
- 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>
- Our school data protection policy is available on our website

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 in a meeting being immediately terminated.