

Scoil Cholmcille
Newtowncunningham
Lifford
Co. Donegal
F93 WN51



Roll No: 16820E
Phone: 074-9156308
Email: scoilcholm@gmail.com
www.scoilcholmcilleneuve.ie
Twitter@SCholmcille

Internet Acceptable Use Policy

Introductory Statement

This policy updates the previous school AUP policy (2013) and it was drafted by the In-School Leadership Team in consultation with school staff, the student council, Parents' Association members and BoM.

The provision of ICT resources and access to the Internet supports teaching and learning in Scoil Cholmcille, with rights and responsibilities for all users. The aim of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (ie pupils, staff, parents and approved visitors/speakers etc) who have access to, and who are users, of ICT in Scoil Cholmcille. It is envisaged that the staff together pupils, parents and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

Rationale for this policy

Scoil Cholmcille recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff. This Acceptable Use Policy outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using ICT technologies for curricular and any other school related activities.

Scoil Cholmcille uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/tablet devices, digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

Aim

The aim of this Acceptable Use Policy (AUP) is to ensure that the school community will benefit from the learning opportunities offered by the school's ICT resources including the internet, in a safe and effective manner.

When using ICT in Scoil Cholmcille, all members of the school community are expected:

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat others users with respect at all times
- To respect the right to privacy of all members of the school community
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

Strategy

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

These strategies are as follows:

- Acceptable Use Policy
- Education
- Filtering/Monitoring

ICT and Legislation

The following legislation is relevant to Internet Safety:

- **Data Protection Act 1998** - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
- **Data Protection (Amendment) Act 2003** - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
- **Child Trafficking and Pornography Act 1998** - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- **Interception Act 1993** – this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
- **Video Recordings Act 1989** - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
- **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.

Accessing the Internet

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Cholmcille. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Cholmcille.

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy.

Misuse of the internet may result in disciplinary action as per the Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

Internet Safety

Scoil Cholmcille 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 and Stay Safe programme
- Teachers will be provided with continuing professional development opportunities in the area of internet safety, online communications and ICT technologies
- As part of our Anti-Bullying initiatives workshops for pupils on Online Safety and Cyber Bullying will be organised for pupils and parents regularly

Content Filtering

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). '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.

Scoil Cholmcille 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 must only browse the internet under the direction and supervision of a teacher. Pupils who seek to by-pass the school Content Filtering by using proxy sites or other means will be subject to sanctions as outlined in this AUP.

Web Browsing and Downloading

- Pupils will use the school's internet connection only for educational and career development activities.
- 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 and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Pupils are not permitted to use internet chat rooms.
- Should serious online safety incidents take place, the DLP or DDLP should be informed.

Email and Messaging

- The use of personal email accounts is only allowed at Scoil Cholmcille with expressed permission from members of the teaching staff.
- 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Cholmcille :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Scoil Cholmcille.
- 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 Scoil Cholmcille community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Cholmcille community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Staff and pupils must not engage in activities involving social media which might bring Scoil Cholmcille into disrepute.
- Staff and pupils must not represent their personal views as those of Scoil Cholmcille on any social medium.

Personal Devices

Pupils are prohibited from using their own technology in school, this includes (but not restricted to) mobile phones, smartwatches, ipad, iphone, ipod, gaming devices, laptop or tablet device. If any of these devices are turned on and used in school this is a direct breach of the school's Acceptable Use Policy.

Children are not allowed to bring personal devices or mobile phones on school tours or to school events. **See Mobile Phone and Devices Policy.**

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 Scoil Cholmcille pupils must not take, use, share, publish or distribute images of others without their permission and that of the school.

Taking photos or videos on school grounds or when participating in school activities is only allowed using school owned devices such as ipads or school mobile phone or with expressed permission by the school.

School Website

www.scoilcholmcilleneuve.ie

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Scoil Cholmcille web pages.
- Scoil Cholmcille will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school also has a TWITTER account @SCholmcille and regular updates of school news, notices and activities are provided via this medium. Scoil Cholmcille also retweets relevant information to other twitter users as appropriate. The school TWITTER account is managed by staff member/s on behalf of the school.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times. The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

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.

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.

Additionally the posting of an offensive comment online is considered as **cyberbullying**, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Scoil Cholmcille's Anti-Bullying Policy.

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.

Scoil Cholmcille will endeavour to 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. Parents are reminded of the importance of their role in monitoring and restricting their children's online/phone activity and preventing cyberbullying.

Remote Learning

Remote Learning in Scoil Cholmcille will take the form of a blended learning approach during times when classes/whole school must learn from home. Teachers may differ in their methods under this approach.

- Children may be asked to complete practical activities at home and then send in a photo of the task.
- Children may be asked to complete work in their text books or copies.
- Children may be invited to complete an online activity e.g. Go Noodle, Twinkl, Hit the Button etc.
- Children may be asked to view televised learning programmes such as The Afterschool Hub on RTE2 or Cúla4 Ar Scoil on TG4.
- Parents may be asked to sign up to free educational websites such as edco.ie, cjfallons.ie, in order to access educational resources or book schemes to aid distance learning.

In all instances of remote learning activities, the primary aim is to cover the required curriculum areas for children's class level. The teacher will decide the most effective method to use in order to achieve this aim.

- Children will be required to return work to their teacher for review, correction or comment.
- Teachers will provide daily learning activities for the children.

Scoil Cholmcille will use a number of online platforms for communicating and connecting with families/pupils should a class/the school need to move to remote learning.

Aladdin Connect App

In the event of remote learning staff will communicate with parents and pupils via Aladdin Connect. All families are asked to download the App and to check it daily for updates and important information. Teachers will post work for pupils each week in the homework section of the App.

Email

Class teacher and SET teachers can be contacted via their school email should we move to remote learning again. These email addresses will be sent through the Aladdin App. Teacher email addresses will enable two way communication between parents and teachers. Parental queries should relate strictly to your child's teaching and learning. The principal can also be contacted via the school email address scoilcholm@gmail.com.

Seesaw

The online learning platform Seesaw will allow our pupils to connect to their folder and to upload items to their folder for their teacher to see during periods of remote learning only. This app is used from Junior Infants –Sixth Class and requires a login code which has been issued to each child. Parental consent is required prior to using this app. Unfortunately, single family log in is not facilitated on Seesaw. Activities and lessons will be uploaded via Seesaw with pre-recorded instructions in written, audio or video format by teachers. Children attending additional support will be guided to complete either the activities set by their class teacher or Special Education Teacher where appropriate.

Engaging with Remote Learning

We are conscious that every home is unique and some parents/guardians may have more time to complete school work than others. However we expect all children to engage in some work and return some allocated work to their teacher – particular focus should be on literacy and numeracy lessons. Teachers will follow up with families if children are not engaging in any work. Parents are invited to get in touch with teachers if they have any concerns or if they wish to share why their child is not engaging with remote learning at any given time.

- Teachers can be contacted via email or a parent can respond to a teacher via Aladdin connect.
- Special Education Teachers (SET) will provide specific and regular supports for children with special educational needs in line with the targets in their Support Plans.

Responsibilities for all who participate in Remote Learning

For Staff and Teachers:

- Teachers have overall control of the online interaction of their class or group and provide work on a daily basis.
- Teachers will do their utmost to give feedback on work returned by the children.
- Teachers will be available to respond to any queries from parents via email, Aladdin or Seesaw

- Teachers will be flexible and agree timelines for return of work with parents and children
- SNAs will check in with children in their care via a phone call.

For Children:

- Children will communicate through their Seesaw account daily.
- Children are asked to try their best with their work.
- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.

For Parents:

- Please encourage your child to assigned school work and return work to your child's teacher.
- Keep in touch with your child's teacher and respond to any messages sent to you.
- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with their child.
- The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. We encourage a little work every week day for routine. We provide teaching and learning and ask parents and pupils to do their best to complete it.

Sanctions

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour, Anti Bullying Policy, and Mobile Phone and Devices Policy.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardaí, TUSLA. Office of the Data Commissioner etc.

Policy Implementation and Review

This policy and its implementation will be reviewed as necessary by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, and the Board of Management. It was ratified by the BoM on 02.12.20.

Signed: *Francis Conaghan*

Francis Conaghan, Chairperson

Signed: *Nicola McCarthy*

Nicola McCarthy, Principal

Consent Form relevant to this AUP – attached to Enrolment Form

PHOTOGRAPHS

- DURING YOUR CHILD'S STAY IN SCOIL CHOLMCILLE, HE/SHE MAY BE PHOTOGRAPHED DURING SCHOOL TOURS, SPORTS, FUND-RAISING EVENTS, PROMOTIONS, ETC. THESE PHOTOGRAPHS MAY BE PUBLISHED IN THE LOCAL NEWSPAPERS, IN SCHOOL BOOKLETS, ON THE SCHOOL WEBSITE OR SOCIAL MEDIA.

I GIVE CONSENT FOR MY CHILD'S PHOTOGRAPH TO BE USED FOR THESE PURPOSES.

***IF YOU DO NOT WANT YOUR CHILD TO BE PHOTOGRAPHED, PLEASE NOTIFY THE SCHOOL IN WRITING.**

SCHOOL POLICIES

- I ACKNOWLEDGE THAT I HAVE READ SCOIL CHOLMCILLE'S ADMISSION POLICY, ANTI-BULLYING POLICY, UNIFORM POLICY, ACCEPTABLE USE POLICY, HEALTHY EATING POLICY, CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT. I HAVE DISCUSSED THESE WITH MY CHILD AND AGREE TO ABIDE BY THESE POLICIES.