ST. DAVID'S NATIONAL SCHOOL

Piper's Hill Educational Campus, Kilcullen Road, Naas, Co. Kildare.

School Patron: Church of Ireland

Roll No.: 11893G

ACCEPTABLE USAGE POLICY FOR INTERNET

Educationalists believe in the benefits of curriculum-based internet use. 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. David's N.S. 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 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 (Junior Infants – 6th Classes) will use appropriate search engines for internet (see appendix).
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. The use of external storage devices or CD-ROMS in school requires a teacher's permission.
12. 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.
13. '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

Staff 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 may be given an opportunity to publish projects, artwork or school work on the school website or Class Blog e.g. Class Dojo.
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. David's N.S. 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
- Pupil workshops

TEACHER' USE OF PERSONAL DEVICES

- In extraordinary circumstances where school closures are required i.e. a pandemic, and where teachers are requested by DES to engage in Distance Learning, teachers may use additional digital technologies to support this remote learning.

- Online learning platforms may be used and will be as recommended by the PDST (Professional Development Service for Teachers). These may include digital e-books, multifunctional platforms that support teacher-student interaction such as Aladdin Connect, Seesaw, Class Dojo and Live video conferencing application such as Zoom. Permission from parents will be sought and strict guidelines will be adhered to in the use of live video conferencing – See Appendix 2. The school will enable the most up to date security and privacy features while using these platforms.

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. David's N.S. 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.

FIREWALLS

Windows 7 and 10 have a built-in firewall. AVG or similar anti-virus software is installed on all devices.

RESPONSIBLE INTERNET USE - PUPIL UNDERTAKING

We use school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- The pupil will ask permission before entering any website, unless the teacher has already approved that site

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

- The pupil will not use email for personal reasons

- The pupil will only use email for school projects and with the teacher's permission

- The messages the pupil will send will be polite and sensible

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

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

- The pupil will not use internet chat rooms

- If the pupil sees anything he / she is unhappy with or receives a message they do not like, they will tell a teacher immediately

- The pupil knows that the school may check computer files and may monitor the sites pupils visit

- The pupil understands that if they deliberately break these rules, they could be stopped from using the internet and laptops and their parents will be informed.

REVIEW

This policy will be reviewed as and when is required.

RATIFICATION

Ratified by Board of Management on: ___23.1 - 23___

Signed: _Ruth O'Kelly,_ _V. Rant_

                Chairperson   **Principal**

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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 Acceptable Usage Policy for Internet (AUP).

Parents should discuss this policy with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Principal

Appendix 1

10 Search Engines suitable for Children

1. Safe Search www.google.safesearchkids.com

2. Fact Monster http://www.factmonster.com

3. Ask Kids www.askkids.com

4. Go Gooligans http://www.gogooligans.com

5. Quintura for Kids http://quinturakids.com

6. Yahooligans http://kids.yahoo.com

7. Kid Rex www.kidrex.org

8. KidsClick! http://www.kidsclick.org

9. IPL2 for Kids http://www.ipl.org

10. KidzSearch http://www.KidzSearch.com

Appendix 2

Guidelines for participating video conference calls

- Children must be under the supervision of an adult to participate in the call.

- This adult will be required to make themselves visible on screen to the teacher at the beginning of the video call to provide proof that the child is not alone. Once this happens, the adult can then supervise form a nearby room.

- Children should join the meeting from a quiet family room. All other members of the family in the house should be aware that the video call is taking place to avoid disruption for the duration of the call. It is recommended for participants to use headphones/earphones.

- Children / parents will need to download the software for the relevant platform (Zoom, Cisco, Webex, etc) to their personal device in advance. An invite (with a password included) to participate in the video call will be sent to **a parent's email address** 15 minutes before the designated time of the video call. It is not permissible to use a child's personal e-mail address.

- The child / parent will click on the video call link within the e-mail and be prompted to input the password. Once the password is approved, they will gain entry to the waiting room. The teacher will then allow entry to the group call once the name is recognised.

- Once all participants have joined the group (with a permission form signed and returned to the teacher in advance), the teacher will lock the group call, preventing any further participants from gaining entry. If all participants have not attended 15 minutes after the designated start time, the group will be locked.

- All pupils will be muted by the teacher when joining the call. This is to ensure good sound quality and that everyone can be heard when invited to speak. When a pupil(s) wants to speak, they can raise their hand just like in class and then they will be unmuted.

- Children must have their video turned on during the call.

- The record function will be disabled for teachers, parents and pupils. Use of other devices such as phones or tablets to take pictures or videos of the meeting is prohibited for teachers, parents, students and any other individual due to GDPR and Child Protection issues.

- The group video call should be treated as a virtual classroom. Appropriate classroom behaviour is expected.

- The group video ID and password issued to parents/guardians from the teacher are for the sole use of that parent/guardian. Under no circumstances can an ID or password be shared with another parent/guardian.