Scoil Naomh Fiachra **Clontubrid** **Roll No. 16865D**	

Scoil Naomh Fiachra

Clontubrid

Internet Acceptable Use Policy

Introduction

The aim of this Internet Acceptable Use Policy is to ensure that pupils of **Scoil Naomh Fiachra** will benefit from the 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 Therefore, if the school Internet Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the Internet Acceptable Use Policy will be imposed.

It is envisaged that school and parent representatives will revise the Internet Acceptable Use Policy as required.

Parents will be asked to read this Acceptable Use Policy on the school website (or be given a hard copy to read if requested) and the letter explaining internet access in the school (Appendix I), the letter explaining the use of Facebook (Appendix II), the letter explaining the use of ClassDojo (Appendix III) and the letter explaining the use of Microsoft Teams (Appendix IV). Having read this document, they will be asked to complete the school's general permission slip which will include the appropriate permissions for internet access in school, the school website, the school Facebook page, the ClassDojo App and Microsoft Teams (Appendix VI). This form will be filled out on a once off basis and again if required due to changes in policy, etc.

Before filling out and signing the school's general permission form, the Internet Acceptable Use Policy should be read carefully to indicate that the content is understood and accepted or not.

The school's general permission form (Appendix VI) will include the following parts:

- In section 1, parents are asked if they give consent for their child to access the internet in accordance with the school's Internet Acceptable Use Policy.
- In section 2, parents are asked if they give consent for their child's work to be displayed on the school's website.
- In section 3, parents are asked if they give consent for their child's work to be displayed on the school's Facebook page.

- In section 4, parents are asked if they give consent for their child to appear in group photographs or be part of group video/audio clips which may appear on our school website. It must be noted that only first names can be used and children cannot be specifically or individually identified in pictures.
- In section 5, parents are asked if they give consent for their child to appear in group photographs or be part of group video/audio clips which may appear on our school Facebook page. It must be noted that only first names can be used and children cannot be specifically or individually identified in pictures.
- In sections 6, parents are asked if they give consent for the school to create a student account on ClassDojo for their child and for their child to use ClassDojo in the classroom.
- In section 7, parents are asked if they give consent for their child to appear in group photographs or be part of group video/audio clips which may appear on the *Class Story* or *School Story* sections of ClassDojo.
- In section 8, parents are asked if they give consent for their child to participate in Online Class Video Calls using Microsoft Teams if an unexpected school closure occurs and remote learning is in place.

In Appendix V, each pupil is asked to sign a form indicating that she/he is willing to abide by the rules set out in the Internet Acceptable Use Policy. This is to promote a sense of responsibility in the pupils and to promote good behaviour on the internet.

This version of the Internet Acceptable Use Policy was created in December 2002, revised in September 2015, December 2017 and again revised in May 2021.

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 sessions in school will be always supervised by a teacher.
- Websites will be previewed and/or evaluated using the NCTE's website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.
- The school will monitor and archive pupil's internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the internet.
- 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 CD-ROMs, flash drives or other external data storage devices in school requires teacher's permission.

World Wide Web

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report any material of the above nature to a teacher.

- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicise personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school without their teacher's permission.
- Students will not examine, change or use another person's files, user name or passwords, without the other person's and/or their teacher's explicit permission.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, will be monitored.

Email

- Students may use approved school email accounts under supervision or permission of a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will refrain form sending on chain letters or forward messages without the permission of the sender.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to moderated chat rooms or discussion forums such as those found on Microsoft Teams, ScoilNet or Scoil Naomh Fiachra Virtual Learning Environment websites e.g. Mathletics, Reading Eggs.
- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised. These are facilitated, in a secure environment, through the school Virtual Learning Environment.
- Face to face meetings with someone organised via internet chat will be forbidden. *Online Video Classes between students and teachers are allowed* (subject to parental permission) *during Remote Learning situations. Please see the Addendum on page 6 below.*

School Website and School Facebook Page

- Designated people will manage the publication of material on the school website and Facebook page. The teachers and school secretary will manage all publications on the school website. The school principal and another adult who has been approved by the Board of Management will manage the publications on the school Facebook page.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web through the school's website, Facebook page and ClassDojo (subject to parental permission).

- The publication of student work will be co-ordinated by a teacher and designated people.
- Pupils' work will appear, in an educational context, on the school website, the school's Facebook page and/or ClassDojo.
- Photographs or Video/Audio Clips of individual students will not be published on the school website or Facebook page. Instead photographs and video/audio clips will focus on group activities only.
- When taking photographs of groups for the website or Facebook, children of parents who do not consent for their child's image to appear on the school website or Facebook will be asked to stand to the outside of the photograph and the photograph will be later edited or cropped before being placed on the website or Facebook page (depending on which media form there is no consent for).
- Personal pupil information including surnames, home address and contact details will be omitted from school web pages and Facebook page. It must be noted that only first names can be used and children cannot be specifically or individually identified in pictures or video/audio files.
- Class lists will not be published.
- The pupil will continue to own the copyright on any work published.
- Any post or comment made by a parent, teacher, student or any other Facebook user to the school's Facebook page which is deemed to be negative towards the school or any member of the school community, will be removed/deleted and that user will be blocked from the school's Facebook page until it has been fully investigated by the Board of Management.

Data Protection Act

- The Data Protection Acts (1988 to 2018) and The General Data Protection Regulations (2016,2018) were passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with these Acts, the school will only publish pupil information that is relevant to the context of the web page and Facebook page.

Links to other policies and to curriculum delivery:

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed shall be examined with reference to the *Internet Acceptable Use Policy* and any implications which it has for them shall be addressed when being reviewed in the future.

The following policies may be among those considered:

- Child Protection Policy (Risk Assessment and Safety Statement)
- Anti-Bullying Policy
- Code of Behaviour
- Homework Policy
- Mobile Phone Acceptable Use Policy
- Data Protection Policy
- Health and Safety Policy

- Remote Learning Plan

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.

This policy was sanctioned by the Board of Management in December 2002.

The policy was amended and edited in December 2017 due to the establishment of a school Facebook page in December 2017.

The policy was reviewed again in May 2021.

Signed: *Kieran Costello*

(For and behalf of the Board of Management)

Date Ratified/Reviewed: 25th May 2021.

Acceptable Use Policy Addendum for Remote Learning (January 2021)

Note: This addendum to the school's Internet Acceptable Use Policy should be read in conjunction with the Schools' Remote Learning Plan and other relevant policies.

During this time of school closures, we are working on ways to maintain the link between school and home. At Scoil Naomh Fiachra, we aim to continue to communicate with all students through ClassDojo and Microsoft Teams. 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.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

Guidelines for good online communication in Scoil Naomh Fiachra:

1. Under no circumstances can pictures or recordings be taken of Microsoft Teams video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via email, ClassDojo and/or Microsoft Teams.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Class Dojo and Microsoft Teams).
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. Parental permission will be sought for students to engage on Microsoft Teams class video calls. This permission will be sought on a yearly basis or sooner if required due to changes in policy.
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil Naomh Fiachra cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phones will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of Microsoft Teams video calls.
2. Staff members will communicate with pupils and families during the hours of 9:00am – 2:40pm, where possible.

3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Microsoft Teams video call meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email or Class Dojo.
9. Staff members will only admit participants to Microsoft Teams video calls, if they recognise the email address/username as being connected to a pupil.

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 Microsoft Teams Video Calls:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the Microsoft Teams video call with your microphone muted.
5. Show respect at all times when engaging in online communication.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. 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 Microsoft Teams Video Calls

1. Under no circumstances can pictures or recordings be taken of video 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 is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
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. You will automatically enter a waiting room when logging on for a Microsoft Teams call. Please note that school staff will only accept users into video calls if you can be identified by the display name.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Microsoft Teams video Call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For videos in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.

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. In this case, the child's parent will receive a report on the incident.

Appendix I

Scoil Naomh Fiachra Clontubrid Roll No. 16865D	

Scoil Naomh Fiachra,
Clontubrid,
Freshford,
Co. Kilkenny.

Dear Parent,

Re: Internet Permission Form

As part of the Information Technology programme at Scoil Naomh Fiachra we offer pupils supervised access to the internet. Before being allowed to use the internet, all pupils must obtain parental permission by signing and returning the enclosed form (Appendix VI) as evidence of parent's approval and their acceptance of the school rules on this matter.

The internet is a global computer network that offers a wealth of resources. Pupils can use the internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful.

The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow access to the internet.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, phones, magazines and other potentially offensive media. The school has a website and a Facebook page accessible by any Internet user around the world. They contain information and pictures of school activities as well as projects, artwork and writing of some pupils. This work is presented in an educational context. The website address is www.clontubrid.ie and the Facebook page is Scoil Naomh Fiachra Clontubrid.

We would be grateful if you could read the enclosed Internet Acceptable Use Policy, the appendices and then complete the appropriate sections of the school's general permission form if you have not done so already.

Yours sincerely,

_____
(Principal).

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Appendix II: Information Letter for Facebook

Scoil Naomh Fiachra, Clontubrid, Kilkenny. Roll No. 16865D
Tel: 056-8832417,   Email: clontubridns@gmail.com,   Website: www.clontubrid.ie

Dear Parent/Guardian,

Scoil Naomh Fiachra has a school Facebook page. The school uses Facebook to promote upcoming events and share some of the brilliant work taking place in the school. Facebook has proven to be a very effective means of communication for many other schools and we use this form of social media to improve our communication with the wider school community. It is also used to celebrate the achievements of our school.

You are invited to complete the appropriate sections on the school's general permission form (See Appendix VI) below regarding the publishing of school related material such as your child's work, group pictures or video/audio clips (for example tin whistle) on Facebook. Please note that the same rules will apply to Facebook as with our school website i.e. there will never be individual photographs or video/audio clips of children used - only groups can be posted and children will never be individually or specifically identified; full names will never be used either. Material being uploaded would be strictly controlled by designated people i.e. the school principal and another adult who has been approved the Board of Management. The school has edited its Internet Acceptable Use Policy and Permission Form accordingly. The Parent's Council and Board of Management were fully involved in this process.

 If a parent wishes not to give their consent, the school will ensure that their child does not appear on any Facebook posts.

Yours sincerely,

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Chairperson of the Board of Management

Appendix III: Information Letter for the use of Class Dojo

Scoil Naomh Fiachra, Clontubrid, Kilkenny. Roll No. 16865D
Tel: 056-8832417,   Email: clontubridns@gmail.com,   Website: www.clontubrid.ie

Dear Parent/Guardian,

Scoil Naomh Fiachra uses ClassDojo to document and share the classwork of students, to create lessons and learning activities for students to engage in at home and in the classroom, to communicate with parents and to showcase some of the great work that is happening in the school with the school community.

To use ClassDojo, students will get their own student accounts to document and share their classwork. With their student accounts, children will share what they're learning through photos, videos, and journal entries on their own digital portfolio. This portfolio can only be seen by the individual child, the child's parents/guardians and the child's teachers.

You are invited to complete the appropriate sections on the school's general permission form (See Appendix VI) below regarding the use of ClassDojo in Scoil Naomh Fiachra.

Please don't hesitate to contact the school if you require any further clarification.

Yours sincerely,

_____

Chairperson of the Board of Management

Appendix IV: Information Letter for Microsoft Teams

Scoil Naomh Fiachra, Clontubrid, Kilkenny. Roll No. 16865D
Tel: 056-8832417, Email: clontubridns@gmail.com, Website: www.clontubrid.ie

Dear Parent/Guardian,

If instances of Remote Learning arise during unexpected school closures in Scoil Naomh Fiachra, online class video calls may be ran using Microsoft Teams. In order to use Microsoft Teams, students will be set up with a Microsoft Office 365 online account. These accounts will be set up through the school and each child will then be given a 'clontubrid.ie' email address and password which they will use to logon to Microsoft Office 365 and then Microsoft Teams.

For further details regarding the use of Microsoft Teams please read the school's *Internet Acceptable Use Policy* and the school's *Remote Learning Plan*.

You are invited to complete the appropriate sections on the school's general permission form (See Appendix VI) below regarding the use of Microsoft Teams in Scoil Naomh Fiachra.

Yours sincerely,

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Chairperson of the Board of Management

Scoil Naomh Fiachra Clontubrid **Roll No. 16865D**	

Appendix V: Pupil Agreement

Scoil Naomh Fiachra Clontubrid

Pupil Internet Access Agreement Form

Please complete and return this form to the principal.

Name of Pupil: _____

Class: _____

Pupil (First – Sixth Class)
I agree to comply with the school Acceptable Use Policy on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: _____ Date: _____

Appendix VI: School's General Permission Form

Scoil Naomh Fiachra, Clontubrid, Kilkenny. Roll No. 16865D

Tel: 056-8832417,   Email: clontubridns@gmail.com,   Website: www.clontubrid.ie

Scoil Naomh Fiachra General Consent/Permission Form

In this once off form, we ask your permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items below and tick the relevant box. Not all items may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below please feel free to contact the class teacher or principal.

Data Protection: The information provided on this form is confidential and will be retained, used and disclosed by Scoil Naomh Fiachra in line with the school's Data Protection Policy, a copy of which is available at www.clontubrid.ie Please also see the school's Data Privacy Notice available in Appendix 3 of the school's Data Protection Policy. All pupil data will be stored in compliance with GDPR 2018.

I hereby give permission for my child in relation to the following:	Yes	No
1. As part of the school's ICT programme, we offer pupil's supervised access to the Internet. We have developed an Internet Acceptable Usage policy which you must read on our website or request a hard copy from the school. Please read this policy before answering this question. Do you give permission for your child to use the internet in school?		
2. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), do you give consent for your child's work to be occasionally displayed on our school website if the school considers it appropriate?		
3. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), do you give consent for your child's work to be occasionally displayed on our school Facebook page if the school considers it appropriate?		
4. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), if the school considers it appropriate, do you give		

consent for your child to appear in group photographs or be part of group video/audio clips which may appear on our school website? (Children will not be specifically or individually identified in pictures)		
5. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), if the school considers it appropriate, do you give consent for your child to appear in group photographs or be part of group video/audio clips which may appear on our school Facebook page? (Children will not be specifically or individually identified in pictures)		
6. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), students will get their own student accounts on ClassDojo to document and share their classwork. ClassDojo is also used to message parents/guardians and post announcements. With their student account, your child will share what they're learning through photos, videos, and journal entries on their own digital portfolio. This portfolio can only be seen by the child, the child's parents/guardians and the child's teachers. **Do you give consent for the school to create a student account on ClassDojo for your child and for your child to use ClassDojo in the classroom? Do you also give permission for ClassDojo to collect, use and disclose the information about your child as set forth in the ClassDojo Privacy Policy (Please read before answering)?**		
7. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), if the school considers it appropriate, do you give consent for your child to appear in group photographs or be part of group video/audio clips which may appear on the *Class Story* or *School Story* sections of ClassDojo? Group photographs and video/audio clips may be seen by other parents, pupils and families in the school community who also have access to our school's ClassDojo account.		
8. In accordance with the school's Internet Acceptable Usage Policy (Please read before answering), if instances of Remote Learning arise during unexpected school closures, online class video calls may be ran using Microsoft Teams. In order to use Microsoft Teams, students will be set up with a Microsoft Office 365 online account. These accounts will be set up through the school and each child will then be given a 'clontubrid.ie' email address and password which they will use to logon to Microsoft Office 365 and then Microsoft Teams. **If an unexpected school closure occurs and remote learning is in place,** do you give consent for your child *to participate in Online Class Video Calls using Microsoft Teams and do you give permission for a Microsoft Office 365 account (which will include a 'clontubrid.ie' email address and password) to be created for your child?*		
9. On occasions such as Communion, Confirmation, Plays and other school events, local press photographers/videographers take group photos/videos of children and in some instances identify the children by name. Do you agree to the school using your child's image/video in this way? (Please remember that removing a child from a photo/video of the rest of the class can be quite upsetting for the child). (These videos may only be sold to parents of children in the school)		
10. Do you give permission for your child to go on school tours, local educational visits/field trips and participate in school activities (e.g. sport, quizzes, choir etc) outside of school premises?		
11. The school teaches 'Stay Safe' lessons on personal safety & protection and RSE (relationships & sexual education) lessons on developing and changing. Both are recommended and vetted by the Department of Education and Skills. Lessons are developed using suitable content and appropriate language for each class. Can your child participate in these lessons?		
12. Do you give permission to the school to give your family details (name, address, date of birth, etc) to agencies such as the HSE (school nurse, doctor, dentist), etc?		
13. Your child may injure him/herself at some stage by falling on yard, etc. Do you give permission for a staff member to provide basic first aid?		

14. Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident? (In a non-emergency it is the school's policy to inform parents/guardians if their child has had an accident in school which may require them to collect their child and take him/her home or to hospital or doctor). In an emergency it may be necessary to take the child to hospital/doctor and inform parents/guardians afterwards.		
15. Do you give permission for your child to make his/her First Holy Communion (2nd class)		
16. Do you give permission for your child to make his/her Confirmation (5th/6th class)		
17. On occasion we administer 'Diagnostic' tests (e.g. Neale Analysis, MIST, Belfield Infant Screening, NRIT) to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?		
18. On occasion, the learning support teacher may withdraw a group of children for additional support in the areas of Maths or English. Do you give permission for your child to participate?		

Name of Child: _____ **Name of Parent/Guardian:** _____

Signature of Parent/Guardian: _____ **Date:** _____