

Scoil Bhride, Kilbride,
Clonee, Co. Meath.

Telephone/Fax: 01-8216359/ 01-8220593

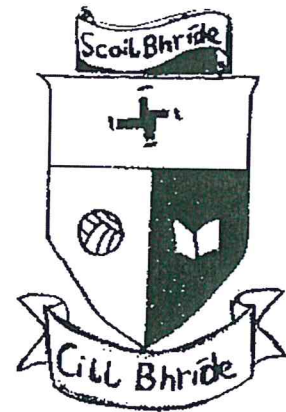
Email: knsclonee.ias@eircom.net

Web: <http://www.scoilbhridens.ie>

Roll No: 168250

Principal: Julie Dowd

Deputy - Principal: Sheila Dempsey



Internet Acceptable Usage Policy

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.

Scoil Bhride will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupil Access to the Internet

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.

Pupils from Junior Infants - 1st Class will have the opportunity to experience digital learning through i-pads. Each class will possess i-pads that will remain in the classroom. These i-pads are the responsibility of the class teacher. An additional six i-pads, allocated for general use amongst all classrooms, are available if needed. I-pads are protected through a control hub and have security restrictions in place.

Pupils' use of telecommunications and electronic information will be taught and provided for from 3rd - 6th class and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves. Parents will give permission by ticking "Internet Acceptable Usage Policy" on the Enrolment Form from 2015 onwards. Pupils in Rang 3 only will sign "Responsible Internet Use Pupil Undertaking Form" from 2016 onwards, which will remain in force while the pupil attends Scoil Bhride.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only
3. Internet sessions will always be supervised by a teacher
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
5. Filtering software will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor pupils' internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Teachers will be made aware of internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis
12. The use of external storage devices or CD-ROMS in school requires a teacher's permission
13. 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
14. '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 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.

Social Media and Internet Chat

Students are not permitted to use Social Media and Internet Chat Rooms.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

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 when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
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 and Internet Awareness

Scoil Bhride will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 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
- SAFT Internet Safety Awareness Education Programme and exemplars
- Presentation to pupils and parents from An Garda Siochana and a parent who has expert guidance in this area.

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. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

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.

Windows has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Scoil Bhride has installed firewall software.

[Note: The school is currently employing services from Eir broadband. Numerous attempts have been made by the school to gain access to the PDST filtering system. This may be possible in the coming months and the BOM is monitoring the situation.]

Laptops and Microsoft Tablets

Each laptop and tablet has a number and the teacher of each class will be designated a specific laptop and/or tablet. Teachers may check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Our school guidelines to facilitate home learning during School Closure due to Covid-19

Seesaw App

- Parental consent will be sought prior to using Seesaw.
- Class teacher will create the class adding SEN teachers to join as Co-Teachers.
- Class Settings have been agreed by the School Digital learning Team following recommendations from seesaw, PDST and networking with other schools.
- We will use individual 'Home Learning Student Codes', this ensures students do not see the work of other students in the class.
- SEN teachers will be added to each class to ensure continuity of learning for those children on their caseload.
- Student's likes and comments will be switched off to comply with child safety measures.
- All new items uploaded will require teacher approval.
- Students will be unable to edit items uploaded.
- Family access is not available at this time.

Class Dojo:

- Class teacher may continue to use Class Dojo through school closure.
- Students can share their work with their teacher through uploading photos.
- Students can comment and engage in feedback with their teacher.
- Students will not be able to see each other's work.
- Parents will also have access to the app.

While Class Dojo and Seesaw will be used as the main platform for student engagement with their teachers, parents will also receive messages from their class teacher through Aladdin Connect and email. In certain situations, teachers may also contact parents by phone. Teachers may share students work with the class or on the school website once permission is given by the student or parent.

Where students have been supplied with a laptop/i-pad by the school during the Covid - 19 closure, the terms and conditions and agreement form must be signed by parents and student/s.

Sanctions


If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites or social media, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

Upon enrolment, parents will be asked to sign a letter of permission allowing photographs of the student's work and photographs of the students themselves in their school environment to be included on the school website. (Appendix 1)

The following will be given to pupils upon entering Rang 3 and will remain in force while the pupil attends Scoil Bhride:

1. Letter to Parents (Appendix 2)
2. Internet Permission Form, School Website Permission Form (Appendix 3)
3. Responsible Internet Use Pupil Undertaking Form (Appendix 4)

This policy was adopted by the Board of Management on 27th May 2020

Signed: 

Chairperson BoM

Appendix 1

Scoil Bhríde, Kilbride,
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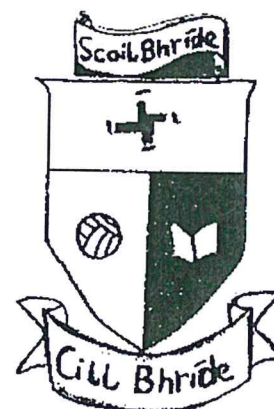
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School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. This may include photographs taken by the school teacher of my child participating in their school environment. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

.....

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Appendix 2

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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 on the website and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

Julie Dowd
Principal

Appendix 3

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Internet Permission Form

Name of Pupil: _____

Class: _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for

_____ (name: son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

.....

Signature: 1. _____ 2. _____

Parents/Legal Guardians

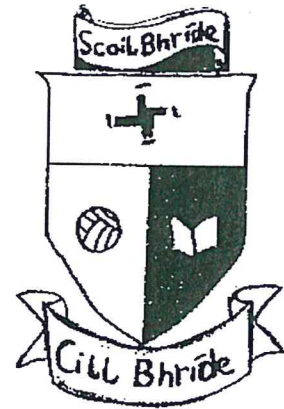
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Appendix 4

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Responsible Internet Use - Pupil Undertaking

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

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms or social media.
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers while attending Scoil Bhride and my parents will be informed.

Signed: _____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____