Acceptable Use Policy

Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Malahide Portmarnock Educate Together is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy (AUP) will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet and school devices in Malahide Portmarnock Educate Together.

This AUP will be revised regularly and as necessary by the In-School Management Team, taking into account any issues raised by parties affected by the AUP (including staff, Board of Management, parents) and any changes in circumstances in Information Communication Technologies (ICT). Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's Child Protection Policy.

Strategies

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:

General
- Internet sessions will always be supervised.
- Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor Internet usage.
- Pupils will not have access to passwords.
- Pupils 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.
- Pupils 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.
- The AUP will be distributed to parents with a cover letter from the Principal (Appendix A)
- Parents will sign an internet permission form as part of the School Registration Form
- Pupils will sign a pupil undertaking form when they are capable of understanding the content (Appendix B)

World Wide Web
- Sites that the children use in school will be previewed by their teacher before use.
- Pupils will use the Internet for educational purposes and/or as deemed appropriate by the teacher e.g as a reward or for golden time etc.
- Teachers and pupils will be familiar with copyright issues relating to online learning. They will not copy information into assignments and fail to acknowledge the source.
- Pupils will never disclose or publicise personal information.
- All Internet users in Malahide Portmarnock Educate Together NS should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
- Pupils and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. If they do, they will be subject to the relevant disciplinary procedures.
- Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Email
- The teacher should set one e-mail address for classes for work online with partner schools.
- Emails will be opened by a teacher and printed for children who are participating in such projects.
- Pupils will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Pupils will never arrange a meeting 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.

Online Accounts
- Pupils will only have access to closed chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Pupils will not have access to closed chat room passwords.
- Usernames will be used to avoid disclosure of identity.
- Meetings with someone organised via Internet chat rooms and discussion forums is forbidden.

School Website
- Pupils will be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' names will not be linked with their photographs.

- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission.
- Digital photographs, audio or video clips of individual pupils will not be published on the school website. Instead, photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form.
- Personal pupil information including name, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- Children may upload to the school website through the use of an iPad or a similar tablet device.

Devices

- For guidelines on the use of personal devices, please refer to the MPETNS Smart Phones and Tablet Device Policy
- School devices may be loaned to students who require Assistive Technology or during a prolonged period of school closure. Parents/Guardians will have to sign a School Device User Agreement (Appendix C). The content on devices will be checked by a member of staff when they are returned to the school.

Legislation
Internet users have been made aware of legislation relating to use of the Internet. Links have been provided on the "Favourites" menu, of each computer connected to the Internet, to the following:
- Data Protection (Amendment) Act 2003
  http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en
- Child Trafficking and Pornography Act 1998 - http://www.irishstatutebook.ie/ZZA22Y1998.html
- Interception Act 1993 - http://www.acts.ie/zza10y1993.1.html
- Video Recordings Act 1989 - http://www.irishstatutebook.ie/ZZA22Y1989.html
- The Data Protection Act 1988 - http://www.irishstatutebook.ie/ZZA25Y1988.html
- Copyright and Related Rights Act 2000
  http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html

Support Structures
Websites offering support and advice in the area of Internet Safety have been listed on the "Favourites" menu of each computer connected to the Internet. The following is a selection:
- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/

The following guides/manuals are available in school:
Be Wise on the Net …Information and Advice for Schools NCTE
Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

Sanctions
Misuse of the Internet or school devices
It is important to note that any breach of this policy may result in:
- a discontinuation of a method of communication.
- a person being immediately removed from a video conference meeting or in a meeting being immediately terminated.
- disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy.

The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion. *Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Guidelines for Periods of Remote Learning and Blended Learning

1. During periods of prolonged school closure, it may be necessary to implement a period of remote learning. At any stage there may be a certain amount of blended learning. Please be reminded that the Acceptable Use Policy and Code of Positive Behaviour remain in place for this period of remote learning and that users must engage in a responsible and appropriate manner at all times.   Staff, families and students are expected to behave in a safe, respectful and kind manner online.

- During periods of remote learning, appropriate educational platforms, apps and online resources (e.g. Class Dojo, SeeSaw, Mangahigh, EPIC) will be identified and utilised to facilitate teaching and learning. These will be selected by the teachers based on their suitability to specific class groups. The aforementioned policies are relevant to the use of these apps and platforms for online learning and must be observed in all communications and interactions between pupils, staff and guardians.

- The use of social media applications or setting up of private groups (e.g WhatsApp; Facebook, Snapchat, Instagram) for class or student-teacher communication is strictly prohibited.

- 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.

- The use of subject content-based videos and images including voiceovers may be used by teachers and pupils to share and submit class work. Video conferencing may also be used. 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 or via an agreed educational platform. See Appendix D for protocols.

- During periods of prolonged school closure, the class teacher will share a "sample timetable" for their class. This will incorporate an appropriate amount and balance of academic work, physical activity, relaxation time etc. This is intended to be a helpful guide in order to help parents, guardians and pupils to maintain a structured and balanced approach to learning.   We understand that families will tailor this to suit their individual needs and circumstances.

- If a situation of remote learning arises, the school will communicate with parents letting them know how and when to expect classwork and activities to be posted.

- Parents/guardians are to look at pieces of work and photos before they are submitted to ensure they are appropriate.

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online and that age appropriate pupil personal responsibility is being taken.

Implementation/Ratification and Review
This policy was ratified by the BoM of Malahide Portmarnock Educate Together NS on 22nd June 2020.

Insert Date

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 pupils 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 pupils. 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 Use Policy before signing the relevant section on the Registration Form.

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.

Yours sincerely,

_____

 Principal

Responsible Internet Use
Pupil Undertaking Form

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 only use email for school projects and with my teacher's permission

- The messages I send will be polite and sensible

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

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

- 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 and my parents will be informed.

Signed: _____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

School Device User Agreement

I wish to apply for, and confirm that I am willing to accept the responsibility for, taking into my possession a school device belonging to MPETNS for the agreed period.

I confirm that I have read, understood and agree to the attached 'Terms and Conditions of Use' and am willing to take responsibility for the school device subject to these 'Terms and Conditions of Use' and such other policies as are determined by Malahide/Portmarnock ETNS.

Agreed period of Device loan: _____

Child's name: _____   Parent/Guardian's name: _____

Signed: _____   Date: _____

Terms and Conditions of Use

1. The school device remains the property of Malahide/Portmarnock ETNS.

2. The School Device is covered under school insurance however due care will be take of the school device and related accessories at all times, including:
   a. the safe handling and transporting of the school device.
   b. the secure **storing** of the school device.
   c. not leaving the school device in plain view in an unattended or unsecured vehicle or in a public place.
   d. not allowing the school device to be interfered with, tampered with or altered by a third party or otherwise.

3. The school device is to be used lawfully and in accordance with the school's Acceptable Use Policy.

4. The school device has been provided for school related use by the agreed pupil only. The downloading and installation of programmes via download sites or via external devices is not permitted without prior consultation with the Principal/Teacher.

5. All major school device faults are to be communicated immediately to the school by email (info@mpetns.ie).

6. The school device is not to be sold, assigned, transferred or otherwise disposed of.

7. Should the school device be lost, stolen or damaged, the Principal and the Gardaí should be advised as soon as is possible.

Note: Malahide/Portmarnock ETNS will request the return of the school device should your link with the school change, or if you breach any of these terms or conditions.
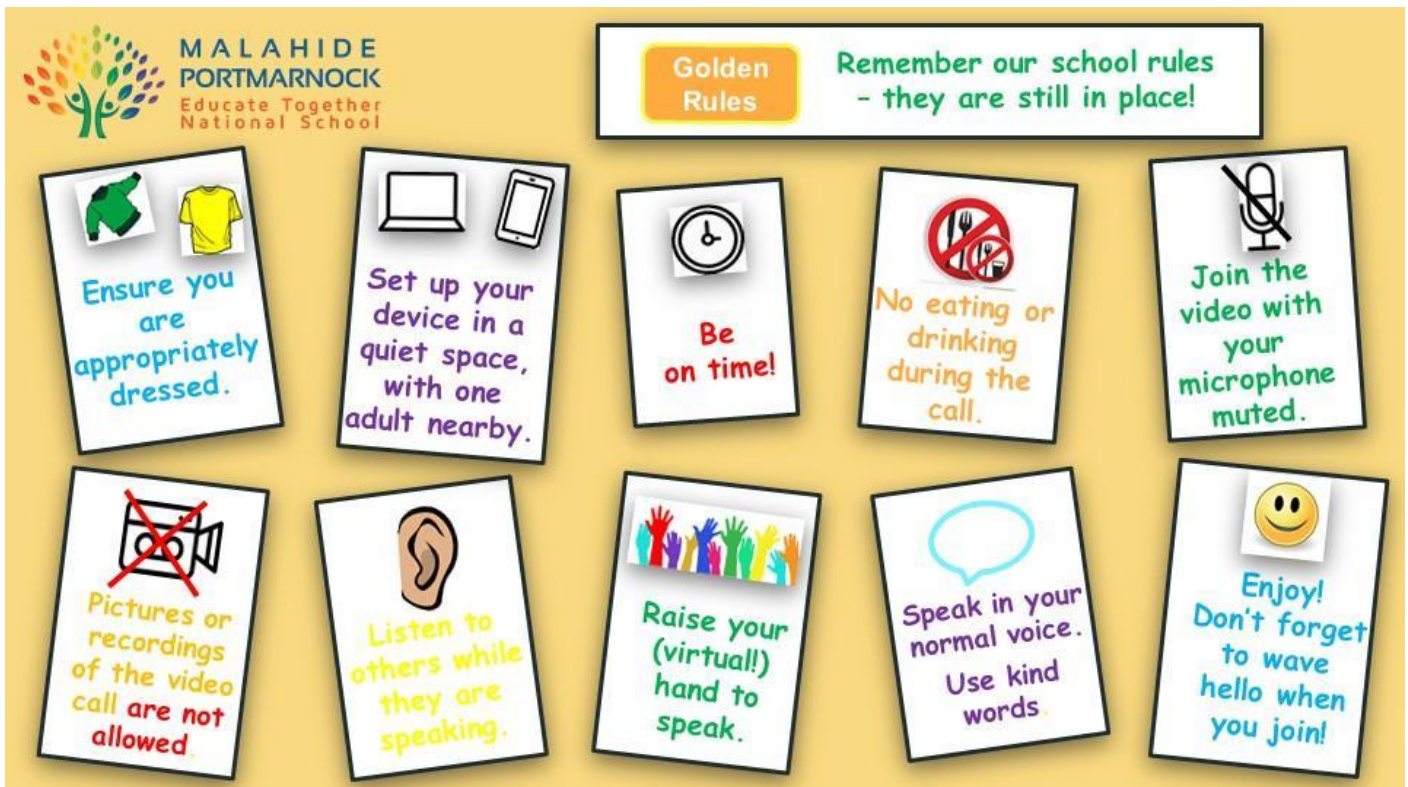
Protocols for video conferencing for staff

1. Under no circumstances can pictures, photographs or recordings be taken of video calls.

2. The video conference room is to be used as a classroom and therefore the same school behaviour and codes of conduct apply to this environment.

3. When setting up the meeting staff members will activate/deactivate necessary security settings before allowing students to join the conference e.g. waiting room enabled; screen sharing, chat and device renaming disabled.

4. Staff members are encouraged to generate a new meeting ID and password for each video conference meeting being held.

5. Log in details for all video conferencing sessions should be shared on the staff calendar in advance of the session.

6. Staff members will notify parents/guardians of the date, time and password for a video call **via email or via an agreed educational platform 10 to 15 minutes prior to the start time of the meeting.**

7. Staff members will compile a list of authorised log in details for their group (email addresses/usernames/device names) and only those participants will be admitted to video conferences.

8. Staff members are always first in the room and will end the online meeting for all other users.

9. Participants' microphones will be set to mute upon entry. The microphones can then be switched on when appropriate to allow student participation.

10. In advance of the first session, during the first session and when deemed necessary by the staff member, student protocols will be outlined e.g. raising hands if they wish to ask a question, only unmuting their mics when they are advised to. These may vary depending on the tool being used and the age of students. See Appendix E

11. Where a video call is needed to support an individual pupil, another adult must be present i.e. parent/guardian or another staff member. This must be organised and agreed in advance of the call.

12. Two members of staff should be present during a class/group video conferencing session

13. A staff member will always act as the meeting host. If a co-host function is available on the chosen platform, this should be disabled for students.

14. In the event that the staff member (host) has a technical issue e.g wifi drops, or they need to leave the meeting momentarily for any reason, the host function should be transferred to the other staff member.

15. Staff members should ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed.

16. Other household/family members should not be visible/involved in the video conferencing session.

17. A log of calls and a record of attendance for each call will be kept by the meeting host and stored on Aladdin.

18. Staff members should report any concerns regarding online behaviour or interactions to school management.

19. Staff members are to read guidelines in Appendix E

Protocols for video conferencing for students

Protocols for video conferencing for parents

1. Under no circumstances can pictures, photographs or recordings be taken of video calls.

2. Please ensure that the school has the correct email address and device name for inviting you to join apps and admitting your child to meetings.

3. One of the main purposes of a video call is to maintain a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.

4. You will automatically enter a waiting room when you have clicked on the video conference link.   Please note that school staff will only accept users into video call if you can be identified by the display name on your device.

5. Please ensure that your child is on time for a scheduled video, or they may be locked out. You can request to join the conference call approximately five minutes before the scheduled start time. This will give school staff time to verify your details.

6. It is a good idea 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. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

7. It is good practice for a parent/guardian to be in close proximity of a child when they are taking part in a video conference. Other household/family members should not be visible/involved in the video conferencing session.

8. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy