

Kilcolman N.S.,
Kilcolman,
Ardagh,
Co. Limerick.

Telephone 069 60005
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Principal: Cáit Ní Fheorais

Acceptable Use

Policy

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Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by Kilcolman National 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This version of the AUP was created on the 10th February, 2021 by the Board of Management of Kilcolman N.S.

School's Strategy

Kilcolman N.S. employs 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 by a teacher. As pupils engage in Home learning parents will be required to supervise home learning activities and internet usage for school activities.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students 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.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute (c.f. Anti-Bullying procedures)

World Wide Web:

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher. However, children cannot use social media account or record images, audio or video of other pupils or staff.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students 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.

E-mail:

- Students will use approved class email accounts under supervision by or permission from a teacher. They will be provided with Microsoft Office/Seesaw credentials for accessing communication platforms.
- 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 not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher. For the purposes of Home Learning each pupil will be sent e-mails and attachments by their teacher using the platforms in use by the school – Microsoft Office/Seesaw. Pupils will return their homework through their school e-mail account also include attachments where necessary.

Internet Chat:

Students will not have access to email, social media, chat rooms, discussion forums, messaging or other electronic communication

Website:

The following guidelines apply to the school website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that

compromises the safety of pupils or staff.

- Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Direct Communication using Internet:

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Microsoft Office, SeeSaw or the Aladdin app, Zoom etc.. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to ask any person to leave the meeting who is being disruptive from a synchronous lesson.

- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Personal Devices:

- Pupils are not permitted to bring their own mobile phones, or any other personal technology to school. Pupils found bringing their own devices into the school, using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Phone calls:

- At times, staff may need to communicate with pupils through phone calls in particular during Lockdown. Where a member of staff is making a phone call to a child it is recommended that the staff member uses the parent's phone / landline. It is not recommended that the staff member uses the personal phone of the pupil. Also, it is recommended that a parent is in the vicinity of the child during the phone call.

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

- The Data Protection Act 1988

Support Structures:

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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.

Acceptable Use: Permission Form

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal, Cáit Ní Fheorais, Kilcolman N.S.

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

- I accept the above paragraph
- I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

- I accept the above paragraph
- I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

Staff Internet Acceptable Use Policy

Staff use of Email and the Internet

- Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research, and for contact with others.
- Each member of staff has access to an email address as part of his/her work, protected by the use of a confidential password, which should be kept secure.
- The use of email for personal use is acceptable outside of teaching hours.
- When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- All users are expected to communicate in a professional manner.
- It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.
- A serious breach may be treated as a disciplinary matter.
- No person will in any way alter the filtering preferences.
- For Home Learning staff members will use the school platforms – Microsoft Office/Seesaw & Aladdin app to communicate with students, to send e-mails, attachments, videos etc. and to receive work from the pupils. Zoom/Teams will be used also as a means of communication.

Ratified by Board of Management on: _____

Signed: _____
Chairperson of the Board of Management

Appendix

Advice for Parents on ICT in the Home

- During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc.
- Parents or guardians should be aware that the internet service provider at home may not be filtered.
- It is therefore, important that these guidelines are followed:
- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
- Be aware of the sites you children are visiting and discuss with them what they are learning. Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details.
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should, however, be supervised and parents be aware that they are responsible for their children's use of the internet resources at home. Please check out the school's Remote Learning & Teaching Policy regarding Home Learning.

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Ratified by Board of Management on: 10/2/2021

Signed:

John Hays
Chairperson of the Board of Management