

Gaelscoil Chluain Meala

Acceptable Use Policy for Internet

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 as the need arises. The AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created by múinteoirí, tuismitheoirí, daltaí and the Bord Bainistíochta. It is recommended that these strategies be also taken into consideration when accessing internet outside of school. In 2020 it was updated to facilitate distance learning.

School's Strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the internet. The school will operate from Level 4 of NCTE approved bands which will allow access to 'you tube', 'personal storage category' and other similar types of sites. It will not allow access to personal websites category or personal relationship category. All levels are designed to block content of an illegal or pornographic content. Broadband is provided by the Department of Education and Skills and a broadband secure firewall is in place to protect our network.

These strategies are as follows:

General

- Internet sessions will be supervised by a teacher
 - Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.(NCTE Level 4.)
 - The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- The NCTE lesson plan Pack – 'webwise' will be used in each classroom from Rang 1 – Rang 6 in conjunction with the SPHE programme.
 - 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 digital storage media, e.g. memory sticks in school requires a teacher's permission because of the risk of computer viruses.
 - The use of personal electronic equipment in school requires a teacher's permission.
 - Students 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.
 - Students occasionally use the school's digital cameras (under supervision) to record interesting events or achievements. Such use must be responsible and accord with the terms of this Acceptable Use Policy.
 - Teacher's laptop will be password protected.
 - Computer room has a keypad to gain entry and will remain locked when not in use.

Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- This applies to all devices – mobile phone, PC, laptop, gaming devices etc.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning. 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.
- Students will be aware that any usage, including distribution or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reason.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy. Students will report accidental accessing of inappropriate materials to their class teacher.

- Pupils may only use search engines such as google.ie, yahoooligans.com, ajkids.com, education world.com which have been designed with internet safety in mind.

Email

- Students will use approved class email accounts under supervision by or permission from 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 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.

School Website and Newsletter

- Pupils may be given the opportunity to publish part or all of projects, artwork or school work on our website or newsletter with approval of the class teacher regarding editorial processes and content.
- Postings on school website are approved and co-ordinated by the Príomhoide and the post holder.
- The school website includes a copyright notice prohibiting the copying of students' work without express written permission.
- Pupils will continue to own the copyright of any work published.

Personal Devices

Pupils 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 taking of images with a mobile phone/device or other camera is in direct breach of the school's acceptable use policy.

Internet Chat

- Chat rooms. Discussion forums and other electronic communications forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face to face meetings with someone organized via Internet chat will be forbidden.

Distance Learning

We use Seesaw (<http://seesaw.me>), a secure online journal between the student and teacher where students can document and reflect on what they are learning in class. Your child, with parental permission will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal to share with their teacher. The link below shows the pupils how to post on the app.

<https://www.youtube.com/watch?v=E0izqoGzeaQ&feature=youtu.be>

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. <https://web.seesaw.me/privacy>

For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>

For your child to use Seesaw, the app needs your child's name to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and does not advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their privacy promises here- <https://web.seesaw.me/privacy>

Please see the Webwise website for advice on how to keep your child safe while online at home.

<https://www.webwise.ie/parents/covid19-online-safety-advice-for-parents/>

Support Structures

Text-a-parent, e-mail and school website will be used to keep parents and students informed 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 actions, 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.

Legislation

School website will be used to provide links to the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003. www.dataprotection.ie
- Child Trafficking and Pornography Act 1998. www.irishstatutebook.ie/1998/en/act/pub/0022/sec0006.html
- Interception Act 1993. www.irishstatutebook.ie/1993/en/act/pub/0010/sec0002.html
- Video Recordings Act 1989. www.irishstatutebook.ie/1989/en/act/pub/0022/index.html
- The Data Protections Act 1988. www.dataprotection.ie