Hedgestown National School
Lusk
Co.Dublin

Phone/Fax 01-8438372
office@hedgestownns.com
www.hedgestownns.com

Scoil Baile Fálbhach
Lusca
Baile Átha Cliath

Roll No: 17472M

Acceptable Use Policy/ Internet Safety Policy (2020)

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 Hedgestown National School 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 in Hedgestown National School. This AUP will be revised regularly.

Aim

The aim of this AUP 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, and children are expected to use it in line with our behaviour policy. This AUP should be read carefully by parents/guardians to ensure that the conditions of use are accepted and understood.

School's Strategy

This policy was drawn up in order to protect the children from the risks associated with the internet while at school. Parents are advised however that while the children may be given internet based homework assignments from time to time, the school take no responsibility for the internet usage of the students while they are outside the school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet while they are at schools. These strategies are as follows:

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General

All parents are informed that an AUP is available to view on the school website or a hard copy is available in the school office.

- On enrolment of all new children, parents are asked to agree to the terms of our AUP by signing a section of the enrolment form.
- Children will are taught about safe internet usage every year, particularly during our annual Internet Safety Week. Internet safety posters are also displayed around the school.
- Students, parents and staff are advised to visit www.webwise.ie for information on the safe usage of the internet. There will also be links to this site and other recommended sites on the school website www.hedgestownns.com
- Internet sessions shall always be supervised by a teacher.
- Schools Broadband Programme (SBP), managed by the NCTE, provide us *with content filtered* broadband in order to minimise the risk of exposure to inappropriate material in school.
- Teachers using interactive whiteboards and projectors shall be particularly vigilant and shall preview the material presented in order to ensure that it is age appropriate and adheres to the conditions of this AUP.
- Students shall never attempt to upload or download software, music or videos without the prior permission of a staff member.
- Virus protection software is used and updated on a regular basis.
- There are a number of password protected drives and computers in the school which aid the safe & confidential storage of documents and information. Teachers & admin staff shall not divulge network passwords to 3rd parties and shall take all reasonable steps to ensure that such information remains confidential. Any activity that threatens the integrity of files and the schools ICT system is unacceptable.
- Students & staff 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. Good netiquette can be demonstrated to the children through activities on www.webwise.ie.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students & teachers will be familiar with copyright issues relating to online learning.

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- Students will never disclose or publicise personal information.
- All Internet users at Hedgestown National School 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.
- All internet users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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

- Emailing will only be used for educational purposes, using an approved class email account under supervision from a teacher.
- Students should never use their own personal email addresses to send emails from school.
- Students will not send or receive any material that is illegal, obscene, and 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.
- If students have any concerns about the content of any email they receive at school, they should inform a member of staff immediately.

Chat & messaging

- Electronic communication forums will only be used for educational purposes and will always be supervised by a teacher.
- Students will only have access to electronic communication forums that have been approved by their teacher.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via the Internet are forbidden.

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School Website

- Teachers & pupils may be given the opportunity to upload projects, artwork or school work on 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.
- The publication of student work onto the website will be co-ordinated by a teacher.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Personal Devices

- Pupils may only bring in their own personal computers & electronic devices to school with the permission of their teacher. Students may never connect these devices to the school's network, without prior permission from their teacher.

As per our Communications policy, pupils should not bring their mobile phones to school. Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending 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 & behaviour policy.

Distance Learning

● In circumstances where teaching cannot be conducted on the school premises,

teachers will online platforms and the school website as the main platforms to facilitate remote/distance learning. Other approved online apps to engage and communicate may also be used.

● The school has signed up to the terms of service of the Online Platforms in use by the school.

● The School has enabled the most up to date security and privacy features which these Online Platforms provide. We also recognise that no platform can be 100% secure.

Principal Damien O'Donoghue
Deputy Principal Lora Morrin

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● Teacher/Pupil communication will be via the parents email address in order to facilitate parental supervision.
● Parents/guardians will be provided with all account and password information. The role of the parent/guardian is to monitor the safe and appropriate use of technology and internet.
● If teachers are using Zoom, parents will consent by submitting their own email address for their child to access lessons on Zoom.

● When signing permission letters for use of such platforms parents/guardians must also agree to monitor their child's participation in any such lessons/communication conducted on the Online Platforms.

● Where necessary the school may need to create an online classroom such as Seesaw or Google Classroom. In order to interact with such a VLE (Virtual Learning Environment) the students may be issued with a password and account (eg. student,name@hedgestownns.ie) The restrictions on this account will limit the student's activity and will not facilitate email communication or access to other apps as determined by the school. Parents would be provided with the password for access, parents would be responsible for the student's online activity using this account"

Internet Chat

• Discussion, such as "Chat" online, will only be used for educational purposes and will always be guided by teacher and supervised by parent/guardian.

•Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden. An opportunity presents here for teaching web safety skills.

Legislation

The school advises that teachers, students and parents should familiarise themselves with the following legislation relating to use of the Internet:

- Data Protection (Amendment) Act 2003 http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html
- The Data Protection Act 1988 - http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html
- Data Protection in Schools - http://www.dataprotectionschools.ie/

Príncipal Damien O'Donoghue
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- Child Trafficking and Pornography Act 1998 http://www.mrci.ie/wp-content/uploads/2012/10/Criminal-Law-Human-Trafficking-Amendment-Bill-2013.pdf
- Interception Act 1993 http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html
- Video Recordings Act 1989 http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html

Support Structures

The school also recommends the following websites which inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

- 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/
- National Parents Council Primary – www.npc.ie
- Reporting illegal content in the internet – www.hotline.ie www.garda.ie
- NCSE – http://www.ncse.ie

Hardcopies of manuals and guides are available in the school.

Sanctions

Misuse of the Internet will be dealt with in line with procedures set out in the Behaviour Policy, Anti bullying policy, Child Protection policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Any misuse of the Internet and/or technology shall be reported to the ICT coordinator, and the relevant post holder with responsibilities for behaviour.
Any exemptions to this policy must be requested by the individual and approved by the Principal. All exemptions must be requested in writing and logged by the Principal.

This policy will be regularly reviewed.

Signed:_____ Date: _____

Principal Damien O'Donoghue
Deputy Principal Lora Morrin