

Kyle Park N.S.,

**Internet
Acceptable Use
Policy**

St. Patrick's N.S., Kyle Park, Borrisokane

AUP (Acceptable Use Policy) on the use of the Internet

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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. For the purposes of this policy, the protocols outlined will apply to using the internet on a variety of devices (laptop, Ipad, personal computer etc).

It is envisaged that the board of Management, Parents and Teachers will revise the AUP on a regular basis. Before signing, the AUP should be read carefully by parents or guardians to indicate that the content is accepted and understood.

School's strategy

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:

- Internet sessions will be supervised by a teacher.
- Filtering software and/or equivalent system will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with information and advice in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- 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.
- Virus protection software is used on school devices and updated regularly

Pupils' use of the Internet

- Students should not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student should immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students should not spend time on non-educational matters and should use the Internet for educational purposes only.

- Students should not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school.
- Students should not examine, change or use another person's files, user name or passwords.
- Students should be aware that any usage, including distributing or receiving of any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- Pupils are responsible for their own good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service to minimise the risk of exposure to inappropriate material. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet.
- All school iPads are centrally controlled by the staff via Apple School Manager.
- Youtube: Youtube will be used as a teacher resource. It **will not** be used as a research tool by children. See Appendix 1 for Guidelines for staff using YouTube.

Email / Google Drive

- Teachers use an individual school email address to communicate with parents and with one another.
- When using Google Classroom and G Suite apps students will use approved class email accounts under supervision of a teacher, parent or guardian.
- Students school email is set up in such a way that they may only communicate with their teachers not with one another.
- Students should not reveal their sign in details to anybody other than parents / guardians.
- Aladdin Connect is used to communicate with parents and Board of Management via email.

Seesaw

- Parents have access to their own child's journal only with the option of commenting on each post. This comment then "waits for approval" by class teacher before it appears on the journal.
- If teachers open the option for pupils to like and comment on each other's work it awaits approval from teacher before appearing in the journal.

Distance Learning

- Teachers may use Google Classroom, Google Meet and Seesaw as platforms to assist remote teaching where necessary.
- The school has enabled the most up to date security and privacy features which these online platforms provide.
- School iPads may be loaned to pupils for the purposes of distance / remote learning.

School Website & Social Media

- The school's website address is www.kyleparkns.ie
- The website will be updated by staff regularly

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupils' work will appear in an educational context on Web pages
- The school's Facebook Page is Kyle Park NS
- 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.
- The school will avoid publishing the full name of individuals in a photograph.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and then immediately deleted from source.

Assistive Technology

If a child has been approved for Assistive Technology and they take their device home and it gets damaged etc. it is the responsibility of the parents to get the device repaired/fixed at their own cost (see Policy re Home Use of School Owned Assistive Technology). They also understand that the device is the property of the school as per circular.

Personal Devices

Pupils do not bring their own devices to school.

Interactive Whiteboards

The guidelines already outlined apply in particular to the use of the Interactive Whiteboard. In addition, it should be noted that all sites accessed by pupils and/or staff should be for educational purposes only.

Legislation

The following legislation relates to the use of the Internet. 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

- On an annual basis, the school will run a programme on acceptable internet usage for students. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, Internet Safety and cyber-bullying.

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.

Parental Agreement

Upon entry to the school, parents will be asked to sign the admissions form in relation to agreeing to abide by this Acceptable Use Policy. This will be a once off agreement signature and by signing it parents agree to abide by this policy. (Appendix 2 & 3)

The staff and Board of Management of Kyle Park NS have reviewed this policy on March 25th 2021

Signed

Signed

Chairperson

Principal

Date.....

Date

GUIDELINES FOR STAFF USING YOUTUBE

What is YouTube?

YouTube is a site that allows users to upload and share original videos.

The purpose of using YouTube in the classroom is to access a wide range of educational videos to enhance teaching and learning

Guidelines for teachers using Youtube

1. Staff may only access Youtube for educational and professional reasons while in school
2. Teachers must view all videos **in full and in private** before showing to pupils
3. If staff use videos directly from the Youtube website, they should use the Safety Mode button which filters search results (at the bottom of every page)
4. Only show in full screen format as the advertisements are often inappropriate
5. Whenever presenting a Powerpoint with video footage, use embedded YouTube videos
6. Staff are not allowed to upload video footage of pupils to Youtube
7. Consider copyright issues when wishing to use a video for any reason. See this article http://www.ict4lt.org/en/en_copyright.htm or <http://www.youtube.com/yt/copyright/what-is-copyright.html>
8. Any misuse of Youtube must be reported to the Principal

For more information please see https://www.youtube.com/t/community_guidelines

For suggestions and support in accessing Youtube videos please see

<http://www.techforschools.com/handouts/youtubeineducation.pdf>

Form of Agreement A: First class and upwards

Pleas review the attached school Internet Acceptable Use Policy, sign and return to the Principal .

School Name: St Patricks National School, Kyle Park.

Name of Pupil _____

Class: _____

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 . I will report any misuse of the system to a teacher.

Pupils Signature: _____ **Date:** _____

Parent / Guardian

As parent of _____, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, while the Internet service provider operates a filtered service, it is impossible for St. Patrick’s N.S Kyle Park, to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I agree to report any misuse of the system to the school

I hereby give permission to St Patrick’s N.S Kyle Park to permit my child _____ access to electronic information services.

In relation to the school web site and school Facebook Page, I accept that, if the school considers it appropriate, my child’s school work may be chosen for inclusion on the website. I accept that group photographs that include my child and individual pictures of my child may be published on the school website.

I understand and accept the terms of the Acceptable Use Policy relating to the school website and Facebook Page.

Signature of both parents where applicable:

Signed _____ **Signed** _____

Date _____ **Date** _____

Form of Agreement B Infants

Pleas review the attached school Internet Acceptable Use Policy, sign and return to the Principal.

School Name: St Patricks National School, Kyle Park.

Name of Pupil _____

Class: _____

Parent/ Guardian

As parent / guardian of _____ I have read this agreement.

In relation to the school web site and school Facebook Page, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I accept that group photographs that include my child and individual pictures of my child may be published on the school website.

I understand and accept the terms of the Acceptable Use Policy relating to the school website.

Signature of both parents where applicable:

Signed _____

Signed _____

Date _____

Date _____

G Suite for Education Consent Form

At Kyle Park NS we use G Suite for Education which is operated by Google, and we are seeking your permission to provide and manage a G Suite for Education account for your child. School G Suite accounts are school managed and are used for teacher – pupil, pupil –teacher communication.

Students would use their G Suite for Education account for the following:

- **Login to their own account on iPads PCs or Laptops:** each child will have their own G Suite credentials (username and password) to allow them to access their own personal account on our school devices This allows them to save their work to the cloud after each lesson making it accessible to them from other devices within the school. With these credentials they can also use other Google tools such as Google docs, email, calendar,
- **Digital portfolio:** students will keep the same credentials for their years in Kyle Park NS. This means that by the time they leave they will have a store of learning to look back on from their time in primary school.
- **Access Google Classroom:** Google Classroom is a virtual learning space. This learning space would be led by the class teacher. Google Classroom allows the teacher to set activities for the class to work on either individually or collaboratively both in school and at home during Home Learning.
- **Learn 21st century digital citizenship skills:** our aim is to provide students with the skills required to develop good digital citizenship. For example, children will gradually acquire privileges for their accounts, a new one being added each year/two years. In First Class children will just use the credentials to open their accounts, , whereas by Sixth Class, the aim is that students will have learnt how to comment on each other's posts and content appropriately and be able to send emails.(This facility will be controlled by class teacher).

Name of Child

I hereby give consent for my child to have a G Suite for Education account in Kyle Park N.S.

Parent(s) Signature

Date