Internet Acceptable Usage

Guardian Angels' National School

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources while being protected from harmful and illegal use of the internet.

Guardian Angels' NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet.

These strategies are as follows:
1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/monitoring

Sanctions
If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet
- The internet will be used for educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Pupils will receive training in the area of internet safety.
- Pupils will be taught to evaluate the content of internet sites.
- Teachers will be made aware of internet safety issues.
- Uploading and downloading of non-approved material is banned.
- Virus protection software will be used and updated on a regular basis.

- The use of personal external storage devices or CD-ROMS in school requires a teacher's permission.
- Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring the school into disrepute.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply:
- Email will be used for educational purposes only.
- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not send text messages to or from school email.
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email.
- Pupils will never arrange to meet someone via school email.
- Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Designated staff will manage the publication of material on the school website.
- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
- Pupils will be given an opportunity to publish projects, artwork or schoolwork on the school website.
- Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a student's work will be sought from pupils/parents/guardians. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

Education

Guardian Angels' NS will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built-in filtering tool e.g. Google. Google's search engine has a built-in 'Safe Search'. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately, it is also easily removed.

Guardian Angels' NS has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Use of Information Technology and Internet Resources during Emergency School Closures

Guardian Angels' NS already uses a range of online learning websites and learning platforms to support teaching and learning. During school closures these tools provide the school with options to continue to support students.

In light of the recent pandemic and resulting school closure, Guardian Angels' NS has extended the links and platforms used, recognising that our students will experience a diverse range of learning in their home-learning environment. There will be a diversity of student experience in terms of the individual's capacity to access online networks, devices and technical support during periods of school closure. Online learning resources will be made available to students and their families. These online resources will be subject to periodic review.

Guardian Angels' NS has provided additional links and platforms, to those already used, below. These are resources and online tools that have been identified by the school staff and suggested by the PDST (Professional Development Service for Teachers) with the approval of the Department of Education and Skills to assist schools and their students during the current school closure period. They are means of providing students with access to relevant content, classwork and opportunities for enhanced learner engagement with their teacher.

The same rules of conduct and behaviour will apply to distance learning as apply in the classroom.

The Board of Management and teaching staff of Guardian Angels' NS will remain diligent in monitoring examples of best practice in ensuring that pupils benefit from learning opportunities offered by internet resources in a safe and effective manner and during periods of emergency, if pupils and teachers are unable to access the school premises for protracted periods of time, the Board of Management sanctions the use of the following software:

1. Email

Aladdin is the main method of communication between home and school. Children's work may be submitted via Aladdin.

The school community aims to strengthen the goodwill and the positive partnership between parents and the school to enhance the wellbeing and learning opportunities for our students so communication should always be respectful and constructive.

Families with limited or no access to the internet should contact the school principal, in confidence. Every effort will be made by the school to ensure that communications and messages from teaching staff reach every pupil and family.

2. Seesaw

Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on all internet-enabled devices. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home. There is also an extensive bank of ready- made activities in Seesaw which teachers can use as they are, or they can be edited. Signed parental/guardian consent (this may be done by using Aladdin Connect permission facility) must be received by the teacher before a Seesaw account can be set up for a student. Pupils will be provided with a unique login code.

Seesaw is easy to set up and can be accessed via the website, Seesaw Class app or the Seesaw Family app at home. Students can sign-in using a QR code or a text code.

Once signed-in, pupils can select a number of tools to add content to the folder. When content has been uploaded, pupils can then add narration, text and drawings to the file to further explain why they have included this content, to describe the learning that has taken place.

There are a number of ways that a pupil can upload content, these are listed below:

A. Photos
Images can be taken using the native camera on the device being used. Pupils can take photos of their work and add a narration to this explaining a process. They can also add text to their images or draw on the image to include arrows and additional information.

B. Videos/Audio
Pupils can record themselves engaging schoolwork and upload it to the platform for feedback from their teacher.

C. Drawing
Pupils can use this tool to create diagrams which can be uploaded to the platform and can add narration to this to explain their workings.

D. Camera Roll
Pupils can upload images from the camera roll and can add narration and text to these as normal.

E. Links
Pupils can upload relevant links to their folder on the platform to add more information to their projects etc.

3. Zoom

Zoom is a cloud-based video conferencing service that can be used to virtually meet with others - either by video or audio-only or both, all while conducting (a) Board of Management Meetings, (b) Staff Meetings and (c) Live whole class, group or individual communication or teaching. Zoom facilitates collaborative work on an easy-to-use platform. Zoom is accessible on all internet-enabled devices. All communication with a student is conducted in the presence of a parent/guardian. Parental consent must be sought before a teacher can engage in a Zoom call with a student.

All Guardian Angels' NS Zoom meetings are initiated by a member of the school staff and all invitations will include a link and password to the meeting. This invitation link or password can never be shared with a third party.

There is a facility to record sessions to view later. Only the teacher has permission to record the session. He/she will announce their intention to record giving students/parents/guardians the opportunity to turn off their camera and/or microphone if privacy is of concern. These recordings will not be publicly available, only shared within the class group.

Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing.

Guidance for Pupils using Zoom or Similar Platforms
- Be punctual.
- Not eating or drinking, except for water.
- Do not leave the meeting without your teacher's or parent's/guardian's permission.
- Usual standards of positive behaviour apply.
- Dress appropriately e.g. no pyjamas.
- Camera on and microphone muted.
- Do not write across the screen.
- Use the chat function when directed by the teacher.
- No recording of sessions is allowed.
- No student is allowed to take screen shots or photographs of others.
- Pupils should participate to the best of their ability in the session.
- Pupils should not text one another during the class.

Students/parents/guardians do not have permission to take photos, screenshots, record any video, or audio, from these conference sessions. It is a violation of our Acceptable Use Policy to do so.

This policy was approved by the Board of Management on 09/02/2020 and will be reviewed in June 2023.