



St. Peter's NS Internet Acceptable Usage Policy

The aim of the 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 Therefore, if our Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined will be imposed.

School Strategy

St. Peter's will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

1. Internet sessions will always be supervised by a teacher.
2. Internet sessions will be used for educational purposes only.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils' Internet safety.
6. Pupils will receive training in the area of internet safety.
7. Teachers will be made aware of internet safety issues.
8. Only material approved by teacher to be uploaded/downloaded.
9. Virus protection software to be used and updated on a regular basis.
10. The connection of any personal external storage devices in school, including but not limited to mobile phones, smart phones, tablet devices and all media storage devices, requires a teacher's permission.
11. Pupils will observe good 'netiquette' (internet etiquette) at all times and will not undertake any actions that may bring the school into disrepute.

Internet Based Communication

In recent years the Internet has seen the emergence of Internet-based communication systems such as Skype, Viber, Seesaw, Zoom, WhatsApp and Facetime. These systems have huge potential value as educational tools when used under supervision, for example, allowing free video communication with classes in other countries and to assist distance learning.

- Pupils will only use approved Internet Communication accounts under supervision and with permission from a teacher. Internet communication is used for educational purposes only.
- Pupils will set up and use internet communication in school only under the direct supervision of a staff member.
- Pupils must immediately tell a teacher if, while using such a system, they receive a request for connection from another source.
- Pupils will not reveal their own personal details or the personal details of the other pupils in Internet Communications systems.
- Pupils will never arrange a face-to-face meeting with anyone in Internet Communication sessions.
- Pupils will note that sending and receiving files during Internet Communication Sessions is subject to permission from their teacher.
- Seesaw and Zoom are used as a two way communication system between home and school to facilitate distance learning and to communicate with parents.

Distance Learning Policy (Covid-19)

This section of the policy was formulated in response to school closures due to Covid-19 in order to maintain the link between school and home and facilitate learning at home.

Guidelines for good online communication in St. Peter's National School:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to the teacher is appropriate.
4. Staff members can communicate with pupils and their families via Databiz, email or through an established application e.g. Seesaw and Zoom.
5. Any electronic forms of communication will be for educational purposes and for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom).
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. By virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families where applicable.
10. St. Peter's National School cannot accept responsibility for the security of online platforms in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but, where necessary, staff members will ensure that their caller ID is 'private'.

Guidelines for staff members using online communication methods:

1. Under no circumstance can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9.10am and 2.50pm where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with applications (apps) before using them with pupils.
5. Staff members will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences if they recognise the email address/username as being connected to a pupil.
10. Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child and a staff member another adult must be present at the meeting.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate – have an adult look at your work before you send it.
2. Use kind and friendly words.
3. Work is submitted during school hours where possible.

Guidelines for parents and guardians:

For learning: It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.

1. Check over the work which pupils send to their teacher, ensuring it is appropriate.
2. Continue to revise online safety measures with pupils.
3. Please check appropriate age guidelines before allowing children set up personal accounts on Facebook, Twitter etc.

Zoom Etiquette for Pupils:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules – they still apply, even online.
3. Set up your device in a quiet space with no distractions in the background. Pick a room that is not a bedroom and is not busy.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just as you would in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

7. Show respect by listening to others while they are speaking.
8. Do not use the 'Chat' function while others are talking. Be respectful when using Chat.
9. Ensure that you are dressed appropriately.
10. Be on time.
11. No food allowed.
12. Stay seated and present. Do not leave the room or talk on your phone.

Zoom Etiquette for Parents/Guardians:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at a difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your Zoom account.
6. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give staff time to verify your email address and ensure they are not locked out from the call.
7. Familiarise your child with the software in advance. For Zoom video calls ensure your child knows how to mute and unmute and turn on and off the camera.
8. Participants should dress appropriately for a video call.
9. An appropriate room/background should be used.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

The following procedures will apply in the event of future unexpected school closures due to Covid-19.

1. **In the event of full lockdown (National or Local):** Teachers will communicate with children via Seesaw. For those who cannot access Seesaw, work will be emailed to pupils.
2. **In the event of a teacher being sent home with class:** Teacher will communicate with class via Seesaw as above (presuming the teacher has a negative result and is also fully able to do so). If teacher has a positive result a substitute will be employed.
3. **In the event of teacher and pod being sent home:** A substitute teacher will be employed to teach the class in school. A member of SEN team will continue distance learning with the pod who are at home if the teacher is unable to do so.
4. **For pupils who are unable to attend school** (those who are self-isolating, restricting their movements or are in high risk categories), work will be sent home by the class teacher on Seesaw and a member of SEN team will monitor work. If a teacher is restricting movement he/she will monitor work if possible.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers/staff will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website

6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/parents/ guardians. This permission may be withdrawn at any time
8. Pupils will continue to own the copyright on any work published.

Education and Internet Awareness

St. Peter's School will undertake an education programme as part of our wellbeing programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for children. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. We aim to train the children to become internet wise.

The prevention of cyber-bullying is an integral part of the Anti-bullying and Code of Behaviour policies in the school.

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
- Safety Awareness Education Programme (outside agency)
- Teachers will be provided with CPD opportunities in the area of internet safety and use of internet-based communication systems

Filtering

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). '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. The most effective filtering tool is adult vigilance. At St. Peter's School, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Laptops and Devices sourced from St. Peter's N.S. Lending Library

An audit of internet usage may be run at any time. With the support of St. Peter's ICT support personnel all internet usage history can easily be checked.

Use of laptops/chromebooks/tablets that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of all children are advised to keep school laptops/devices in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Sanctions

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

This policy was adopted by the Board of Management on _____

Signed: _____
Chairperson of Board of Management

Signed: _____
Secretary/Principal

Date: _____

Date: _____

Date of next review: _____

Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as memory sticks/USB keys into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____
Pupil

Signed: _____
Parent/Guardian

Date: _____

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for _____ (name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: _____
Parent/Guardian

Date: _____

School Website: I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____
Parent/Guardian

Date: _____