

Garrafrauns National School,
Garrafrauns, Dunmore, Co. Galway
Roll number: 19391W Tel: 093 – 38708
E-mail: office@garrafraunsns.com Website: www.garrafraunsns.com

Acceptable Use and Remote Learning Policy

Aim

The aim of this Acceptable Use Policy (AUP) and Remote Learning 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed.

It is envisaged that the AUP will be revised regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This AUP was updated in 2020.

School's Strategy

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

General

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' in-school Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- School will mark Safer Internet Day annually
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission. .
- The School's Internet service is centrally monitored and controlled by the PDST. This ensures that only acceptable internet sites are available to view. If a useful site is blocked by the PDST monitoring system, the school may apply to the PDST to have the site vetted and made available.
- Students and teachers will be made aware of the need for safety measures when using the Internet.

- Virus protection software is used and updated on a regular basis.
- Students will observe good “netiquette” (i.e., etiquette or good manners on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Students will use the Internet for mainly educational purposes, but, on occasion permission may be given for internet access for entertainment or other use.
- Students will become familiar with copyright issues relating to online learning.
- It is important that parents/guardians and pupils are aware of our Anti-Bullying Policy in relation to social media:

“placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.”

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. All web sites will be vetted by the class teacher.
- Students will not copy information into assignments and fail to acknowledge the source.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school’s AUP.
- Students 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.

Email / Google Drive / SeeSaw

- School email address and drive is to be used for educational purposes only.
- Students may use approved class email accounts in school 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, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

- Staff can only communicate with parental email addresses rather than children's personal email addresses.
- Screen grabs or photographs of SeeSaw content are prohibited
- Privacy settings are in place so that completed content is visible only to the class teacher
- The message function on SeeSaw is not permitted

Web 2.0

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Zoom, Twitter, SeeSaw, emails and the school website may be used by the school to communicate with parents. These services, although not owned by Garrafrauns N.S form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately.

Parents and guardians are advised:

- Regularly check their child's online activity/digital footprint.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- Do not upload a photograph which may identify the child in any way.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.
- Social media sites may be used by teachers for educational purposes in class, for example, Twitter.

School Website

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Twitter, YouTube, and Google+.

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with our AUP policy and approval processes regarding the content that can be loaded to 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 will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used.
- The school tries to avoid publishing children's faces on the school website/Twitter account.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or if published on the web.
- Pupils will continue to own the copyright on any work published.
- Pupils' work will appear in an educational context on web pages. The school website has a copyright notice prohibiting the copying of such work without the school's permission

Mobile Phones / Electronic Devices

- Bringing in mobile phones/electronic devices is not permitted in school.
- If a mobile phone/electronic device is brought to school, it will be confiscated and kept in the school office.
- The school acknowledges the usefulness and practicality of school electronic devices and recognises their potential as an educational resource.
- The unauthorized taking of images with an electronic device, still or moving or voice recording is in direct breach of the school's AUP.
- **What are the disadvantages of internet access?**
- The internet is a powerful tool, but it should not be used indiscriminately. It must be recognised that a wide variety of unsuitable material is available on the Internet. While your child is at school, the school will make every effort to ensure that suitable resources, available on the internet are used appropriately in a supervised environment. However, it must be pointed out that inappropriate material can be innocently and inadvertently accessed despite monitoring and preventative measures. In the event of such incidents occurring, it should immediately be brought to the notice of a teacher. At home it is the responsibility of parents to monitor this resource, in the same way as one monitors the use of TV, video games, or the mobile phone.
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- **Broadband Content Filtering and Anti-Virus Protection**
- The School is part of the School's Broadband Network Programme.
- A centralised management system for filtering content is provided as part of the service. Six options are offered to schools as part of the Broadband access

programme. This school has opted for level 4 of these options, as per advice from PDST and local IT co-ordinator. This option allows access to a wide range of web sites and categories, while blocking potentially liable, objectionable or controversial content.

- As well as the centrally managed control provided to protect against undesirable influences on the internet, the school also has its own virus control programme running on all school computers to guard against locally introduced virus problems e.g. from disks, USB mass storage devices, recordable CD's etc.

Cyber Bullying

Parents, please not the following:

Following the growth and development of social networking sites e.g. Facebook, Twitter, as well as the development of handheld devices e.g. tablet PC's, smart phones etc., the issue of online bullying or 'cyber bullying' has become a major issue for parents, students, schools and society in general.

Please refer to the school's Anti-bullying policy for detailed policy guidelines on cyberbullying.

The following information and guidelines are based on the most up to date advice to hand:

- Cyber bullying is not 'just messing'. It is a form of bullying and no form of bullying is acceptable.
- Children often have the mistaken belief that online bullying cannot be traced. This is wrong! It may be investigated by the gardaí and individual computers/phones can be traced.
- Children are not allowed mobile phones in school. It is worth remembering that, while internet settings on computers can easily be monitored by parents or teachers, it is much more difficult to monitor hand held devices such as smart phones.
- Children are reminded never to give personal details online e.g. Name, address, age etc.
- Information posted online cannot be withdrawn! [Even though the person posting the information may subsequently delete it, he/she cannot be sure who else may have already gained possession of the data and may use it in a way that was not intended]
- **No comment that could be seen as offensive, insulting, or racist should ever be posted online.** The simple rule is... "If you would not like to see it written about you, do not write it about another person".
- Programs such as "WebWise" are very useful in informing children of online dangers and how to avoid them. These will be availed of in school as appropriate.
See www.webwise.ie which contains useful information for schools, parents and young people on the issues around cyber bullying.
- Children will be made aware of the meaning of the term 'digital footprint', which is the personal information about us that others may be able to obtain by searching the internet or social networking sites. Be careful what you post online!

- Access to social networking sites such as Facebook, Instagram, Snapchat etc. are not currently allowed in school (as per the school's chosen PDST broadband management option) as it would be impossible to monitor all use and much of the content of these sites would not be deemed suitable for young children.
- Children are reminded to always report any form of online bullying to a parent/teacher. Keep or record the information as evidence where possible

Remote Learning and Video Conferencing

- In circumstances where teaching or staff meetings cannot be conducted on the school premises, teachers may use Zoom and/or SeeSaw, to assist with remote learning where necessary.
 - 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. All are GDPR compliant. In the case of Seesaw parents/guardians must grant access to their child to use this platform
 - Parents/guardians will be provided with the password and will be expected to monitor their child
 - If teachers are using Zoom to connect with children, parental consent is by submission of email address for their child to access school meetings on Zoom.
 - Parents/guardians will be expected to monitor their child during these Zoom meetings

Seesaw is an educational platform which facilitates distance teaching and learning. It can be used on a personal computer or tablet. It is a digital portfolio tool /app. which allows pupils to store their work in an online space and gain feedback from their teacher. It allows teachers to set tasks or assignments and include instructions or templates for students to use at home. Pupils can upload content in document, audio or/and video form, which is initially approved by the teacher before being stored in individual pupil folders on the Seesaw App.

Parental permission to register a child must be sought by invitation and parents can then activate a unique code to download the app. Seesaw will be utilised by teachers on a trial basis following whole staff CPD in September.

Zoom is one of the cloud-based video conferencing services which pupils and staff can employ to communicate virtually with each other - either by video and/or audio. It is helpful during times of exceptional school closure, eg Covid-19. It has uses in education, both as a teaching/learning/socialising aid and as a management/communication platform for staff. These are the procedures to which parents, pupils, teachers and Board of Management members shall adhere, when 'meeting' on the Zoom platform.

Glossary of Zoom Platform Terms:

Meetings: Video and/or Audio enabled meetings held in real time
Host: Person scheduling and inviting others to a Zoom Meeting

Participant/attendee: Adult/pupil attending a meeting
Video View: Participant /Host can be viewed on screen by other attendees
Waiting Room: Participants wait here before being admitted by the host's meeting
Screen Sharing: A feature enabling hosts or participants to view and share each other's desktops, windows and documents

Zoom and Parents

- Parents will receive invitations to a meeting on behalf of their child, in the form of a Zoom link via private email.
- Invited parents should not use Facebook to sign in
- Pupils and children under 18 years cannot join Zoom meetings independently as per Zoom's Terms and Conditions of Service
- Parents ensure that the child's name is the name displayed when joining a Zoom meeting
- Parents ensure that children join a meeting with video enabled

Zoom and Staff

All teachers and assistants in Garrafrauns NS are registered as 'Pro-licensed Users' on the 'Zoom for Education' Account. The Principal is the Account Administrator with oversight of the 'User' settings on the account. Staff can, if they wish, host meetings and use Pro-license features. They can hold meetings by invitation to groups of pupils. Meetings with individual pupils must have parent present.

Hosts are required to follow these measures when holding meetings with pupils:

- Enable the Waiting Room to view participants before being admitted to meeting
- Will ensure meetings with only one participant must have an accompanying parent/guardian engaged and present for duration of meeting
- Lock the Meeting, within five or ten mins of starting meeting. When the meeting is locked, no new participants can join, even if they have been invited to the meeting or have ID/password
- Remove a participant if such action is deemed necessary
- Disable Screen Sharing by attendees.
- Disable Video View when required by turning a participant's video view off.
- Mute individual participants or mute all: Host can mute / unmute participants or all. This will allow teachers to block distracting or background noise from the meeting and give opportunity to unmute an individual pupil when speaking in a group/class meeting.
- Will not record 'live' meetings with pupils in attendance
- Hosts are responsible for ensuring procedures are maintained with any invited guests and security protocols are followed accordingly.
- Will check for Zoom updates regularly

Staff Meetings

Hosts are required to follow these measures when holding meetings with colleagues:

- Enable the Waiting Room to view participants before being admitted to meeting
- Enable Screen Sharing by attendees.
- Mute individual participants or mute all when required
- Will check for Zoom updates regularly
- Meetings will not be recorded

Zoom and Garrafrauns NS Board of Management

The administrator will host Board of Management zoom meetings.

- Host will invite participants via private email
- Members will not use Facebook to sign in
- Host will use the Waiting Room feature
- Host will enable Screen Sharing by all participants
- Host will check for any Zoom software updates regularly
- Meetings will not be recorded
- All attendees will attend with video enabled

Pre-Recordings

- Teaching hosts can pre-record a lesson, message or instruction to be viewed by pupils at a convenient time.
- Permission to record a staff message for the general school community must be sought from participants before recording.
- Recordings will be saved on the school's Drive and links can be sent to pupils via Parents' private email
- A recorded general message to the school community can be shared via private email.

Legislation

The following legislation relates to use of the Internet and teachers, students and parents should familiarise themselves with same;

- Data Protection (Amendment) Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Anti-Bullying Guidelines for Primary Schools (2013)

Support Structures

Garrafrauns N.S endeavours to have support structures in places to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying talks for pupils on Internet Safety Day..
- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians subject to demand.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, Internet Safety and Cyber Bullying.

Sanctions

- Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour.
- Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and Review

This policy was ratified in August 2020 and will be updated in line with DES guidelines.