

Internet Acceptable Usage Policy

Naomh Mhuire N.S., Walsh Island



The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

Pupils' use of the Internet

Pupils are responsible for 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 Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use.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. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet. Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Organisation and Management of Internet Use

Staff will select sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Children's Use of Email

Children in school must only use email for educational purposes and e-mails will be checked before being sent. Pupils will not be allowed to send personal emails from the school system without permission. In-coming emails will be regarded as public and may be examined by any staff member. The use of chat rooms is forbidden.

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Advice for Parents on ICT in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc. Parents or guardians should be aware that the internet service provider at home may not be filtered. It is therefore important that these guidelines are followed:

- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
- Be aware of the sites your children are visiting and discuss with them what they are learning.
- Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details.
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home.

Blended/Remote Teaching and Learning

During the school year (especially during extended school closures) the school may use a range of online learning websites and learning platforms to support teaching and learning. Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching 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.

Parental consent will be obtained prior to setting up the online platforms through letter/email. By giving consent, the parents are allowing the school to set up an account for the parent and child. This will allow teachers to communicate with the parents and students via the app/website. The online platform will use information as per their Privacy Policy which can be found on the relevant online platform website. Student portfolios can only be viewed by the student, parent and teacher. All posts will be approved by the teacher. Posts may be submitted through text, photo or video form. Class story posts will be seen by all parents connected with the platform. Parents/guardians will be expected to monitor their child's use of the online platforms at home.

Internet Acceptable Usage Policy
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Video Conferencing Calls/Zoom calls

- All users will receive an invitation to the call. This invitation will be password protected.
- The invitation will not be displayed in a public forum.
- The meeting will be locked when all invited participants have joined.
- Parents are expected to monitor their child's participation in video conferencing calls
- Please see Appendix 1 for video conferencing protocol

The school Code of Behaviour applies to these learning platforms and to video conferencing calls.

School Website and affiliated Social Media sites, School App.

- The school's website address is: www.walshislandns.weebly.com
- The School's Facebook account is 'school name and Parents' Association'
- The School uses Aladdin Connect.
- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual students will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.

Internet Acceptable Usage Policy

Naomh Mhuire N.S., Walsh Island



- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

Personal Devices

Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly. Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto a school computer /relevant school affiliated website and then immediately deleted from source. The use of E-readers may be permitted, under the supervision of the teacher. Personal Devices should not be brought to school by pupils.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support structures and Education

The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet. 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.

Reviewed and Ratified by Board of Management on 19/1/23.

Signed: Sean Hylan
Chairperson, Board of Management

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Appendix 1

Video Conferencing Protocol

- Dress appropriately...Wear regular clothes...No pyjamas
- Be aware of your surroundings...Pick a room that is not a bedroom and that does not have traffic passing through
- Be mindful of noise from other people or pets
- Mute your microphone when you're not talking...Only turn it on if you are asked to speak. Muting your microphone when you're not speaking reduces background noise.
- Leave the keyboard alone as the sound of your typing can be distracting
- Be respectful and behave as you would in a classroom.
- Do not use chat when the teacher is talking. Remember that you are in a classroom even if you are not wearing your uniform
- No food allowed
- Stay seated and stay present
- Do not leave the room or talk on your phone
- Be patient...This is new to a lot of people and it may take time to get used to it
- Do not take screen shots or record the call.