



**LE CHÉILE EDUCATE TOGETHER
NATIONAL SCHOOL**

**Interim Internet & Technology
Acceptable Use Policy
(AUP)
April 2020**

Introduction

The Internet is now an essential element of education given the closure of schools, in the Government's efforts to prevent the spread of the Covid19 virus. The purpose of this policy is to clarify issues around teaching and learning and to enable pupils to continue to learn. Given the extraordinary situation we find ourselves in this Interim Acceptable Use Policy will address the rights, privileges, responsibilities and sanctions associated with email and app communication for Term 3 2020. Given the variety of family circumstances, engagement in online learning is **optional**. All curriculum objectives for this term that are not completed will be covered when the school re-opens so that no child is disadvantaged.

Please note that by setting up a particular app and responding to teacher gmail addresses you will automatically be giving permission for the school to respond to you while conforming to school policy and GDPR. This policy should be read in conjunction with the School's Existing Policy <http://lecheileetns.com/wp-content/uploads/2019/05/Le-Che%CC%81ile-Acceptable-Usage-Policy-Web-2017.pdf>

Aims

The aim of our Acceptable Use Policy is to ensure that students and teachers will benefit from the learning opportunities offered in a safe, responsible and effective manner. Internet use and access is normally considered to be a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege can be withdrawn and appropriate sanctions may be imposed.

Staff, people employed by the school, who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's [Child Protection Policy](#). To that end, it is necessary that all staff read and accept the terms of this policy. Teaching staff are also reminded that The Teaching Council's Code of Professional Conduct for Teachers makes specific reference to teachers' communications and behaviours online being 'appropriate' and whilst they do not expand on the specifics of 'appropriate', they state that such direction should be guided by schools via internal policies. Please see

paragraphs 3.6 - 3.9 in [The Teaching Council's Code of Professional Conduct for Teachers](#).

Strategies

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:

- Continue to provide suggested work lists, teachers will email these directly to their classes. There will be a suggested weekly plan and then individual teachers can add daily if they wish to.
- A combination of Aladdin Connect for homework and new teacher emails will be used.
- Teachers will be mindful not to share or allow the email addresses of others to be seen. **Group emails to classes from teachers will issue via Aladdin and teachers will respond individually from the new addresses** should parents contact them
- Support teachers will also engage with pupils via email.

The purpose of the Emails

- Offer more positive feedback for the children on the work they are doing to motivate and support them.
- Help with the correction of work.
- Allow parents to seek clarification or support around schoolwork and offer support in a time of anxiety.

Other guidelines for Email

- Teachers will read emails during the school day/week and do their best to respond in a timely fashion.
- If teachers become sick they are not expected to continue teaching
- If additional information is required by parents, a suggested 2-3 emails per week should suffice. We have an average class size of 27 pupils.
- Class teachers will email a copy of the work plans to relevant support teachers.
- At the moment we are not sharing pupils' work with their peers.
- Appropriate and short audio clips only may be sent via email
- Should you choose to send in photographs for whole school events please note that they can be used on the website.

Internet Chat Facilities

- Closed chat rooms, discussion forums, internet calling platforms e.g. Zoom and other electronic communication forums **will only be used for educational purposes** and should be supervised by teachers and parents, where possible.

Particular Apps

Zoom App is a useful tool and will initially be used for

- Staff Meetings. Staff are building confidence in using it
- Principal will use Zoom for whole school assemblies
- 6th Zoom for Graduation if the school remains closed

Some teachers have expressed an interest in using other platforms and while none have currently been selected, should we remain closed after the 5th of May, we will continue to explore their use where appropriate. These platforms e.g. Seesaw are suitable for video clips.

Whole School Events e.g.

- Active Week will be coordinated and communicated to parents and pupils via email and newsletters

Internet Usage

- Internet sessions should be supervised by parents where possible and they should be aware of what their children are accessing on the internet.
- Uploading appropriate documents and school work will be permitted
- Work uploaded will be deleted at the end of the school year.
- Pupils will observe teachers modelling and practice good “netiquette” (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the reputation of the school into question.
- Staff, pupils and parents are expected to demonstrate appropriate behaviour when online
- The school recognises that students are online outside of school hours and premises and to that end we aim to support parents and guardians in their efforts to make children’s engagement with the internet as safe and healthy as possible and recommend webwise for parental information <https://www.webwise.ie/parents/>

- Staff, parents or pupils will not send or receive (by any means) any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers, passwords or pictures.
- Parents and students are reminded that the school has an anti-bullying policy and in line with the Anti-Bullying Policy, users may report incidents of bullying which may be "carried out directly or indirectly or through any electronic or other medium", such reports will be followed up by the principal at this time.
- Children should inform their parents if for any reason they inadvertently access material that makes them in any way feel uncomfortable.

Internet & Digital Citizenship

- Websites and online resources (such as video clips) that are recommended to pupils will be previewed by their teacher before use.
- Teachers will be familiar with copyright issues relating to online learning. (Filtered search facilities offered by google search and creativecommons.org are advised best practice). Recommended sources of teaching resources also include:
www.Scoilnet.ie
www.Kiddle.co
<https://www.safesearchkids.com/>
- Pupils will never disclose or reveal personal information
- Teachers are directed to Covid 19support hub on the INTO website

Legislation

Staff will be been made aware of legislation relating to use of the Internet. Links have been shared to all teaching staff for the following:

- Data Protection (Amendment) Act 2003
<http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 -
<http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 -
<http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 and the General Data Protection Regulation 2016/679

Support Structures

Websites offering support and advice in the area of Internet Safety have been shared to all staff. The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are recommended for both staff and parents to peruse:

- MySelfie and the wider world - Webwise Primary Anti-Cyber Bullying Teachers' Handbook
- Webwise Teacher Handbook - NCTE/PDST
- Information and Communications Technology (ICT) in the Primary School Curriculum (Guidelines for Teachers).
- Google Be Internet Legends resource for primary schools
https://beinternetlegends.withgoogle.com/en_uk/

Sanctions

Misuse of the Internet may result in disciplinary action according to the Positive Behaviour Policy, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. Sanctions for misconduct include written warnings, notification to parents, withdrawal of access privileges and, in some cases, suspension or expulsion.

*Please Refer to School's Positive Behaviour Policy/Anti Bullying Policy/Child Protection Policy for further information. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and Review

This policy was ratified by the school Board of Management on 21st of April 2020

Internet Safety - Useful Web Sites

<http://www.webwise.ie/category/parents/advice/>

<http://www.internetsafety.ie>

<https://www.hotline.ie/internet-safety/useful-websites/>

https://beinternetlegends.withgoogle.com/en_uk

<http://www.igc.ie/Guidance-Information/For-Parents-&-Students>