



# St. Joseph's Boys' National School, Terenure

## INTERNET ACCESS & ACCEPTABLE USE POLICY

### Contents

<b>INTRODUCTION.....</b>	<b>2</b>
<b>SCHOOL POLICY.....</b>	<b>2</b>
PUPIL ACCESSING THE INTERNET .....	2
<b>DANGERS INHERENT IN GIVING CHILDREN ACCESS TO THE INTERNET .....</b>	<b>2</b>
<b>ENSURING INTERNET ACCESS IS APPROPRIATE AND SAFE .....</b>	<b>3</b>
<b>USE OF EMAIL .....</b>	<b>4</b>
SAFETY WITH REGARD TO E-MAIL .....	4
<b>SCHOOL WEBSITE AND SOCIAL MEDIA .....</b>	<b>5</b>
<b>USE OF SOCIAL MEDIA .....</b>	<b>6</b>
<b>REMOTE AND HOME LEARNING TOOLS .....</b>	<b>7</b>
GOOGLE CLASSROOM:.....	8
ZOOM/GOOGLE MEET: .....	8
<b>RULES FOR RESPONSIBLE INTERNET USE.....</b>	<b>9</b>
USING THE COMPUTERS:.....	9
USING THE INTERNET:.....	9
USING E-MAIL: .....	10
USING GOOGLE CLASSROOM: .....	10
<b>MOBILE PHONES AND OTHER ELECTRONIC DEVICES .....</b>	<b>11</b>
<b>SANCTIONS .....</b>	<b>11</b>
<b>EDUCATION AND INFORMATION .....</b>	<b>11</b>
<b>NOTE: .....</b>	<b>12</b>

April 2021

## **Introduction**

This policy, in accordance with guidelines published by the PDST Technology in Education (formerly National Centre for Technology in Education, NCTE), outlines our purpose in providing access to the internet and e-mail facilities and explains how the school is seeking to avoid the potential problems which may arise through unrestricted internet access.

## **School Policy**

### **Pupil accessing the Internet**

Internet access is now available to pupils. The school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes, researching project materials and as a teaching resource. Pupils have ready access to thousands of libraries and databases on every subject written.

Electronic information research skills are now fundamental to preparation for living and working in this 'information age'. The school will integrate such information as appropriate within the curriculum and staff will provide guidance and instruction to pupils in the appropriate use of such resources.

*Pupil use of telecommunications and electronic information will be provided and only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves*

## **Dangers inherent in giving children access to the Internet**

There are three main categories of risk associated with Internet usage:

- (i) Exposure to illegal and/or harmful images and text, whether violent, racist, hate based or of a pornographic nature.
- (ii) Receiving or transmitting messages which are demeaning, threatening or in other ways disturbing to the wellbeing of the child.
- (iii) Being lured into a physical encounter that might threaten the safety and wellbeing of children.

**April 2021**

## **Ensuring Internet access is appropriate and safe**

The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- The PDST Technology in Education (NCTE) provides the filtering of inappropriate websites. St. Joseph's school has chosen Level 3 filtering for pupils and teachers. Pupils will be blocked from accessing YouTube in the school environment.
- The websites accessed will be monitored by the class teacher and ICT co-ordinator.
- Subject to requirements, pupils from Junior Infants to 2<sup>nd</sup> Class **may** be facilitated in the establishment of SeeSaw accounts. Parental consent will be required for accounts to be established.
- Pupils from 3<sup>rd</sup> to 6<sup>th</sup> Class have individual G Suite accounts with personalised usernames and passwords. Their work is private and will only be shared with pupils and teachers within the school domain through Google Classroom.
- Pupils have unique passwords to log onto external accounts.

Children using the Internet will be supervised by the teacher at all times.

Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.

Within the school environment PDST filtering and the enforcement of Google Safe search on school devices will minimise the potential for pupil accessing inappropriate materials when browsing the Internet. However, Staff will be particularly vigilant when pupils are undertaking their own searches.

Pupils will be taught to use ICT responsibly in order to reduce the risk to themselves and others;

Our 'Rules for Responsible Internet Use' will be posted near computer systems.

The ICT co-ordinator will monitor the effectiveness of internet access strategies.

The ICT co-ordinator will ensure that checks are made on computer activity to monitor compliance with the school's Internet Access Policy

Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed.

However, it is not possible to guarantee that particular types of material will never appear on a computer screen. The school cannot accept liability for the material accessed, or any consequences thereof.

In accordance with our 'Rules of Responsible Use of ICT' is that pupils will tell a teacher immediately if they encounter any material that they are encounter that they consider inappropriate.

Internet sessions will not be allowed without close monitoring of the children's activities.

Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Pupils 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.

Registration for accounts on web sites is not allowed without the permission of the teacher in charge.

Pupils are not allowed to bring CD Roms, DVD's, USB drives without prior agreement from the class teacher/ICT coordinator.

USB drives must be scanned before they are used on the school network,

Access to the computer room will be restricted to class time unless supervised.

School computers record details of what pupils have viewed on the Internet and may be used to investigate inappropriate usage.

## **Use of Email**

School email address:

info@stjosephsterenure.ie or office@stjosephsterenure.ie

Teacher emails are teachername@stjosephsterenure.ie eg mrbrennan@stjosephsterenure.ie. Teachers can be contacted by email at these addresses, but parents are asked to be cognisant of teacher's personal time and understand that emails may not be replied to immediately.

### **Safety with regard to e-mail**

E-mail may be used by the pupils in the school. In the event of it being used the following rules apply:

E-mail will be used to communicate with peers and teachers to request information and to share information relation to school projects. The following procedures shall apply:

Pupil email accounts will be limited to communication within the school domain (stjosephsterenure.ie) through the Google Admin console, which manages pupil account

**April 2021**

functions. If other correspondence is required (for example, for penpals in other schools) they will be permitted on a temporary basis.

No personal information about the child, his family, the teachers or the school will be disclosed without the permission of the supervising teacher.

Pupils will not be permitted to use e-mail or any other communications medium at school to arrange to meet someone outside school hours.

Pictures or images, which might be used in helping to identify an individual pupil/teacher/parent, may not be transmitted without permission.

E-mail messages containing information, which makes a pupil uncomfortable, must be reported to the teacher.

Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

It is important that pupils always remember that the use of email is a privilege and only use their school-provided email account in an appropriate manner that any correspondence should be respectful.

## **School Website and Social Media**

St. Joseph's School website address: <http://www.stjosephsterenure.ie>

Twitter account is [@stjosephsbns](https://twitter.com/stjosephsbns)

Our school web site and twitter account are intended to:

Provide accurate, up-to-date information about our school;

Celebrate good work.

Provide pupils with the opportunity to publish their work on the internet.

It may be used to publish resources for projects.

All classes may provide work for publication on the school web site.

Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and that a high quality of presentation is maintained.

All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The ICT co-ordinating teacher is primarily responsible for uploading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets

**April 2021**

the requirements of the site host. Class teachers are responsible for their own blogs and websites.

The point of contact on the web site will be the school address, telephone number and e-mail address and twitter handle.

Particular care will be taken where photographs of pupils are being used on the school website. They will not be accompanied by full names or personal information.

Home information or individual e-mail identities will not be published.

Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without written permission.

Pupils will continue to own the copyright on any work published.

## **Use of Social Media**

The Internet has become a two-way communication system for the school and the wider community. Services such as Google Classroom, Twitter, ClassDojo and other tools are being used by the school to communicate with parents and for parents to communicate with the school. These services, although not owned by St. Joseph's BNS, 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. Social media platforms are open to potential dangers when used inappropriately.

We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents not to allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify your child, or any other pupil 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.

**April 2021**

- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- 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

## **Remote and Home Learning Tools**

Our school uses a number of platforms in order to provide our pupils with opportunities to extend their learning opportunities.

These tools may include ;

\* (may not be used in each class level)

Seesaw

Google Classroom

Accelerated Reader

MangaHigh

DuoLingo

Scratch Coding

Code.org

Teach your Monster to Read.

Zoom

WriteReader

ThatQuiz.org

EdPuzzle

Khan Academy

These may require the establishment of individual pupil accounts with passwords.

Where appropriate, parental consent will be obtained by the school in order to maintain these accounts. Parents can choose to withhold consent, and the use of these tools by pupils are by no means compulsory, but they have been used by the school in order to maximise pupil engagement and to facilitate enjoyable and engaging learning

**April 2021**

experiences. The above list of tools should not be seen as exhaustive as other applications may be added to the above list as the need arises.

### **Google Classroom**

Google Classroom is a platform that is used as a tool for blended learning – developing links between the school and home learning environments. Pupils can complete assignments set by teachers at school and at home and can comment on the class stream, which is a class message board – which is closed to anyone who is not in the class and is moderated by the teachers and ICT coordinator.

It is important that this is used in an appropriate manner. For this reason, the school has a number of guidelines for its use.

Messages on the Class stream should be respectful and should use appropriate language.

Pupils should be mindful of the tone of their comments on the class stream.

The stream can be used by pupils to share some of their work (including Stories, Google Slides projects and pictures of artwork). Any posts should only include samples of pupil's work and should not have any inappropriate language or subjects.

The class stream is visible only to members of the class and assigned teachers. However, pupils should refrain from giving any personal information/address/Phone number on the stream. Any comments of this kind will be deleted.

Pupils should not post any links to external websites or YouTube links on the class stream. If there is a link that a pupil finds interesting they should submit it to the ICT coordinator at [info@stjosephsterepure.ie](mailto:info@stjosephsterepure.ie) for permission to post it.

### **Zoom/Google Meet**

The school uses Zoom to facilitate remote learning and social interaction between the teachers and members of their class. It is important that this tool is used in a manner which is conducive to learning. For that reason;

Communication should always be respectful. We should respect members of the class and teachers as if we were in the classroom.

All meetings will be accessible through the meeting invitation link (sent through Aladdin/ Google Classroom) or the meeting ID and Password. All Zoom meetings will have a password to safeguard pupils and teachers.

All pupils will not be permitted to join the Zoom meeting before the host (teacher).

Zoom meetings will have the waiting room enabled so that those waiting for the meeting will need to wait for the teacher to admit them.

We should use our real name upon entry to the meeting.

**April 2021**



Pupils should mute their microphone when not speaking and should refrain from any disruptive behaviour during virtual classes.

Screen Sharing is limited to the teacher (host) by default, but the teacher may allow pupils to do this for educational purposes (for example) the sharing of a project.

Parents are encouraged to be present during virtual classes.

Chat may be disabled by the teacher. If chat has been permitted for social or educational purposes it is important that it is respectful.

Virtual Classes should not be recorded by parents or pupils. It may be appropriate for the teacher to record the class on rare occasions and for specific reasons (for children who are unable to attend), but this will only be done with the express consent of pupils and parents/guardians.

Pupils will be expected to behave in an appropriate manner. Any pupil acting in a disruptive manner may face sanction during the virtual lesson, which may include muting, disabling of video or removal from the lesson. In such an event, parents will be notified of the sanction that was taken.

## **Rules for responsible Internet use**

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

### **Using the Computers:**

I will only access the computer system with the login and password I have been given.

I will not access other people's files.

I will not bring in USB drives or other media from outside school and try to use them on the school computers.

### **Using the Internet:**

I will ask permission from a teacher/(parent when remote learning) before using the internet.

I will report any inappropriate material to my teacher/(parent when remote learning) immediately because this will help protect other pupils and myself.

I understand that the school may check my computer files and may monitor the internet sites I visit.

I will not register for accounts or complete and send forms without permission from my teacher.

**April 2021**

I will not give my full name, my home address or telephone number when completing forms or registering for accounts

### **Using e-mail:**

I will ask permission from a teacher/(parent when remote learning before checking the e-mail

I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.

I understand that e-mail messages I receive or send may be read by others.

The messages I send will be polite and responsible.

I will only e-mail people I know, or my teacher has approved.

My e-mail may be checked by a teacher.

I will not give my full name, my home address or telephone number.

I will not use e-mail to arrange to meet someone outside school hours.

I will not disclose my e-mail password to others outside the school environment.

### **Using Google Classroom:**

I will use respectful language in my dealings with pupils in Google Classroom.

I will not post any links to websites or YouTube videos without the express permission of my class teacher.

I will use the Google classroom stream for educational purposes.

I will not share any personal information including my address or phone number on the class stream.

## **Mobile Phones and other Electronic Devices**

Pupils using their own technology in school without expressed permission of a teacher is in direct breach of the school's acceptable usage policy.

Usage of mobile phones/ electronic devices must be in adherence to the Mobile Phone / Electronic Devices Policy.

The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource. If, when sanctioned by the teacher, pupils are allowed use their own devices they must access only the specific resources authorised by the teacher.

All access to the internet using pupils' own devices must be through the school's guest WiFi network.

Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.

The unauthorised taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.

Please see the Mobile Phone & Electronic Device Policy and Code of Behaviour for further information.

## **Sanctions**

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or on a school corridor. General school rules apply.

Access is a privilege, not a right and that access requires responsibility. The right of access may be withdrawn following a breach of the rules.

If any of the above rules are broken, it will result in a temporary or permanent ban on Internet and/or computer use.

Additional disciplinary action may be taken in line with existing approved school practice on inappropriate language or behaviour.

## **Education and Information**

St. Joseph's BNS endeavours to ensure the safety of all pupils and teachers with appropriate use of ICT and electronic devices in the school.

Pupils will be provided with Internet safety and cyberbullying classes annually.

**April 2021**

Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.

The school will inform parents of key support structures and organisations that deal with illegal material or harmful use of the Internet through the school website, twitter and email.

**Note:**

This policy will be reviewed by the Board of Management in accordance with circumstance and procedure.

The Board of Management and staff do not accept liability for material accessed through Internet use or the consequences thereof.

Revised by the Board of Management

Revised: September 2020 and April 2021

Signed by BOM:

Fr Philip Bradley

Chairperson

**April 2021**