Acceptable Use of the Internet and Remote Learning Policy.

Introduction

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, the internet can also present a number of risks for children and therefore these guidelines along with national filtering of content provided by the National Centre of Technology and Education (N.C.T.E.) will be followed when using the internet in school. This policy was originally ratified in 2018 and amended in June 2020 in response to school closures due to the coronavirus pandemic. It should be read in conjunction with the school's Code of Behaviour, Anti-Bullying Behaviour Policy and Mobile Phone Policy.

Aim

The aim of this Acceptable Use Policy is to ensure that
- Pupils will benefit from learning opportunities offered by the school's internet enabled resources and online platforms in a safe and effective manner.
- Teachers, parents and management will use teaching/learning and remote learning or conference platforms efficiently and safely.

I.C.T. School Resources

The school is equipped with 12 Android tablets, 19 PCs and 9 Teaching laptops connected to Interactive Whiteboards.

Pupils' use of the Internet

Pupils are responsible for their own 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 Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use.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 to minimise the risk of exposure to inappropriate material. However, no filtering service is completely failproof 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.
- Disclose or publicise their own or another person's personal information.
- 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 uploading or creation of viruses.

Organisation and Management of Internet Use

Teachers 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.

Content Filtering

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme of the NCTE. The purpose of content filtering is to ensure that inappropriate websites and content are not accessible from within schools on any wifi enabled device. Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of students etc. Caherleaheen's fibe broadband is filtered at **Level 4.**

This level allows access to the same websites as Level 3, but allows access to 'YouTube', which has become widely used in schools for teaching and learning in the last few years. Websites are put into categories, which in turn are divided across the six filtering levels. Access to a website depends upon its category, and the filtering level for which the school has applied. Level 4 blocks various categorised websites and also blocks access to websites belonging to the 'personal websites' category and websites such as Facebook belonging to the 'Social Networking' category.

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 regularly encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Teachers will use webwise.ie and similar sites to keep abreast with current developments in Internet Safety. External advisers will be employed biannually to communicate the best and safest practice for children, parents and the general community, not just in school but also outside of school.

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 email will be regarded as public and may be examined by any staff member. The use of chat rooms, messaging services or social networking sites cannot be accessed at Level 4 Content Filtering.

Inappropriate Usage

Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.
Such sanctions may include but are not limited to
- Written warning
- Temporary withdrawal of access privileges
- In extreme cases, suspension or exclusion

The school will be obliged to report any illegal activities to the appropriate authorities.

Staff Use of Email, the Internet and WiFi

Members of staff are encouraged to use various online resources in their teaching and learning activities, to conduct research, and for contact with others.

- The use of email for personal use is acceptable outside of teaching hours.

- When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

- School printers may be used to print downloaded materials associated with school activities.

- All users are expected to communicate in a professional manner.

- It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.

- A serious breach may be treated as a disciplinary matter.

- No person will in any way alter the filtering preferences.

- The school will be obliged to report any illegal activities to the appropriate authorities.

Remote Learning and Video Conferencing

● In circumstances where teaching or staff meetings cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, Aladdin Connect, ClassDojo or Padlet(Online Platforms 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.

Class Dojo is another digital portfolio platform. This portfolio tool enables parents and pupils to upload different file/work types such as photos of work or videos. Teachers can set tasks/assignments which pupils complete and the teacher moderates all work before it appears in student accounts.
Parental consent is sought by invitation and is necessary for pupils under 13 years of age.

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 or their Connect Noticeboard
- 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 Caherleaheen 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 Caherleaheen 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 in the Cloud 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 or on the Teachers or Parents Facebook Page

This policy was ratified by the Board of Management.

Signed _____   **Date** _____

Vivian Nolan.   9th June 2020

Chairperson BoM.

Caherleaheen NS