

DERRYCLOUGH

N.S.

***INTERNET
ACCEPTABLE USE
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, some material available on the Internet is unsuitable for children and therefore guidelines must be followed when using the internet. Derryclough N.S. is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP).

Aim

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner

Computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Derryclough N.S.. Management reserve the right to monitor this usage.

Responsibilities of Derryclough N.S. Employees

Employees will:

- Follow the guidelines set forth in this AUP
- Supervise student use
- Model and provide instruction in the ethical and appropriate use of technology in a school setting
- Maintain a curricular focus
- Ensure all students have signed an AUP permission form before allowing them to access the internet and network
- Keep the user password secure and confidential
- Ensure the computer is being legally used according to the software's licence
- Only install software onto a school computer or network, which has been approved by the school as a whole.
- Not transmit, request or receive materials inconsistent with the mission and values of Derryclough N.S..

Members of Staff use of the Internet

Incidental personal use of school computers by staff is permitted as long as such use does not interfere with their teaching and supervision of students, duties and performance or interfere with the computer system operations. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside official school opening times.

Members of staff should also ensure that their use of the internet on other devices and platforms, such as personal social media accounts, is compliant with this policy.

Child Safeguarding

Members of staff shall be mindful of their responsibility towards the children and child protection, and to this end they shall not

- communicate with pupils in an inappropriate way via social media, texting, gaming or other manner.
- access or circulate inappropriate material via social media, texting, gaming, or other manner.
- comment on, complain or criticise the school, pupils or staff via social media, texting, gaming or other manner.

Unacceptable Use

This includes but is not limited to the following:

- Accessing, transmitting, or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
- Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
- Downloading or loading software or applications without permission from the Principal.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staffs who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

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.
- Play games that are based around war and violence
- 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.

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 is forbidden.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use *Google Classroom*, *Zoom*, *SeeSaw*, *Padlet* or other Online platforms approved by the Principal, 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.
- Parents/guardians will provide the children with an email address where necessary to access the platform, or will be given the login details with the password and will be expected to monitor their child's use of the emails and Online Platforms.
- If teachers are using *Zoom*, parents/guardians must consent to their child having an email address as above to allow their child access to the lessons. Parents can also consent by submitting their own email address for their child to access lessons on *Zoom*.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms
- It is advised that a parent is in the room when any "Live" 1-1 lessons are conducted. If this is not possible, a second member of staff must be invited to the lesson.

Internet Chat

- Discussion forums on *Google* will only be used for educational purposes and will always be supervised.
- Students are forbidden to arrange a face-to-face meeting with someone they only know through emails or the Internet.

School Website and affiliated Social Media sites, School App.

- The school's website address is: www.derrycloughns.weebly.com
- The School's Facebook account is <https://www.facebook.com/Derrycloughns/>
- 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 and Facebook page. 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 promotional brochures and specific school events e.g. Projects, Activities, 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 and Deputy Principal will review the content of the website and the social media regularly. The Principal and the Board welcome any suggestions about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website or social media then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- This Policy should be read in conjunction with our Data Protection Policy.

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.

Consequences

The use of technology resources inside Derryclough N.S. is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to limitation or cancellation of user privileges and possible disciplinary action.

This policy will be reviewed by the BoM annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

Ratified by Board of Management on

Signed Con Donoghue

Chairperson, Board of Management

Signed Teresa Holland

Principal/Secretary to the Board of Management