

**Scoil Oilibhéir Naofa
Junior Primary School
Bettystown
Co Meath**



ICT ACCEPTABLE USE POLICY

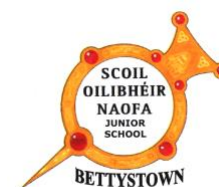


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Information Communication Technology (ICT) Acceptable Usage Policy

Any reference to parents in this document will be taken to mean parent(s)/guardian(s).

Scoil Oilibhéir Naofa believes in the benefits of curriculum-based internet use. The purpose of the ICT Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources and will be protected from harmful and illegal use of the Internet.

Scoil Oilibhéir Naofa will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Filtering/Monitoring
3. Care of school property

Sanctions

If a pupil deliberately misuses the internet or accesses email without permission, this will result in disciplinary action, up to and including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil which will detail any disciplinary action being invoked.

1. Acceptable Usage Policy (AUP)

Internet – all users

- The Internet will be used for educational purposes only
- Pupil's Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- The school will regularly monitor internet usage
- Pupils will receive training in the area of internet safety, on an age appropriate basis.
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Apps

- Any apps that are available on school iPads have been deemed appropriate and suitable for school use by our teaching staff.

Email

Pupils: Pupils in Scoil Oilibhéir Naofa do not have access to email and are not permitted to access email or other messaging sites during school time.

Staff: Staff have access to their school email account but should not normally access or respond to (are not expected to answer) messages during teaching time. Staff are instructed to use their school email accounts rather than a personal account if they are corresponding with parents or outside agencies about school business. Personal email can only be used on lunch breaks or outside of school hours.

Microsoft 365

Pupils: Pupils may be given a Microsoft 365 login. This will be in the format of an email address. However, the email functionality of MS 365 will be disabled for student accounts. The student account will be to enable saving and storage of their work. It may also be used for homework assignments, projects, or blended / distance learning (see Appendix 2 – Remote teaching and learning during an exceptional school closure (i.e. Covid19 pandemic)).

Parents: A pupil's 365 account is only for use by that pupil and the account is for the creation, collaboration and storage of schoolwork.

Staff: Staff are asked to be mindful of data protection and GDPR legislation when using their school 365 account. Staff are instructed to store all files in the cloud and not on the local device. Please see the ICT co-ordinator with any queries.

ClassDojo

ClassDojo is a communication and behaviour management tool used in Scoil Oilibhéir Naofa. Guidelines on the use of ClassDojo can be found in

Appendix 1.

Internet Chat rooms

Access to chat rooms (incl. gaming chat rooms) is not permitted on school devices. Inappropriate material is forbidden at all times. It will be a matter for the management of the school to determine what constitutes ‘inappropriate material’.

School Website

Designated teachers will manage the publication of material on the school website.

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils’ names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils. Permission to publish (on school website / ClassDojo / Teams, school newsletter etc.) these and / or a student’s work will have been expressly sought and given or refused at time of enrolment. Such permission may subsequently be withdrawn or given by parent(s) / guardian(s), in writing, at any time during a pupil’s time in the school.
- Teachers will select the work to be published and decide on the appropriateness of such.
- Any work published will remain the property of the pupil concerned.
- Any school videos that are embedded on the school website (or on ClassDojo or Teams) are hosted on the schools Vimeo account. This account has the highest privacy setting available. For details of privacy settings, contact the ICT co-ordinator.

Social media

Pupils: Social media sites are blocked on the school WiFi network and they cannot be accessed on school devices.

Pupils of Scoil Oilibhéir Naofa are under the age restrictions for most social media sites and should not have their own accounts.

Parents: Please be aware that social media sites, apps & games have age restrictions to protect your children. You can find out more about new apps and if they are safe for children to use on Webwise: <https://www.webwise.ie/category/parents/explainers/>. Parents should be vigilant with their child’s online activity. You will get lots of advice on www.webwise.ie and www.cybersafeireland.org.

Please be mindful of what you post on social media to protect the privacy and dignity of your child, other pupils, the staff of Scoil Oilibhéir Naofa, and the reputation of the school. Targeting of staff on social media will not be tolerated and may be referred to in the first instance to the Board of Management who are responsible for the health & safety of their employees.

The following should not be posted, shared, tagged etc. on social media:

- Private and confidential documents or conversations with school staff relating to your child's education
- photographs or videos of other pupils or staff of Scoil Oilibhéir Naofa.

Any parent who may be unhappy with an incident in the school can follow the parental complaint procedures, available from the school office.

Maintaining strong and positive relations between parents and staff is of the utmost importance in providing for the best educational outcomes for all the pupils in Scoil Oilibhéir Naofa. For this reason the relationship between staff and parents must be entirely professional in nature. Maintaining this professional relationship is a shared responsibility between staff and parents. It would be wholly inappropriate for any parent to request to "friend" a member of staff in the school. Exceptionally a parent may have a personal relationship with a staff member. In such cases due care should be taken to ensure that there is no overlapping of personal and professional communications. Most 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.

Staff: Social media should not be accessed on school devices at any time. Personal devices may only be used at break times during the school day.

As with parents above, staff should be mindful of what they post on social media. Any social media post should not interfere with the privacy, dignity or child protection of any pupil in the school, or the dignity or privacy of other staff members or parents, or other members of the school community. Nothing should ever be posted which would bring the school into disrepute. Any inappropriate posts on social media by individuals in their role as staff will be addressed under the appropriate disciplinary procedures.

Mobile devices

Mobile devices in this policy cover the following: mobile phones / smart phones / tablets (incl. iPads) / smartwatches with a camera or recording function / laptops

Pupils: Pupils are discouraged (and we ask all parents to discourage) pupils from bringing mobile devices to school. Where a pupil does bring a mobile device to school, it must remain switched off during the school day and it must remain in the child's bag. It may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school outings or sports activities.) Scoil Oilibhéir Naofa cannot take any responsibility for loss, damage or theft of any device brought into school.

If a pupil is found to have an unauthorised device or is using a device at an inappropriate time, **the device will be confiscated and kept until a parent/guardian comes and collects the device.**

Staff: No staff member should share either his/her personal phone number or that of any other member of staff with pupils or parents. Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. Staff are trusted to use their phones accordingly and for this reason, mobile phones should be turned off when in class.

In terms of data, staff are also advised to use any mobile devices responsibly. Staff are not permitted to use their personal devices to photograph or record pupils or any school-related work or performance. School iPads are available for this purpose. Any queries on technological issues related to privacy settings can be referred to Sarah Liddy, the ICT co-ordinator in the first instance.

Staff should also note that no unauthorised recordings of school business must take place. This includes all meetings and events. If a meeting needs to be recorded for any reason, all participants must agree to the recording before it can take place. Any unauthorised recordings of meetings will be dealt with as a breach of disciplinary procedures.

Work Calls: Calls to parents/guardians should be kept as short as possible and should be made on a school phone wherever possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents. Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

Personal Calls: Personal calls or messages should be carried out outside of class contact time. In cases of urgency, a staff member should use discretion in making calls and ensure that their classroom or designated pupil(s) is / are supervised during the call. Incoming personal calls should be reserved for urgent matters and the school phone number should be given to family for this purpose.

Parents, Guardians, Visitors and Others: Adults using the school are reminded that the school has little to no phone reception. Making phone calls while on the premises should ensure that they do not distract any classes. Adults can request to use the school's WIFI on their devices only where it is required to undertake their work in the school. They are asked to disconnect manually after using the WIFI.

Adults must ensure that all content that they access is appropriate and in line with the ethos of our school.

Adults are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member. Visitors must also be vigilant in terms of child protection with regards to recording children in the school. Visitors must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media. For further information on social media, see section above.

2. Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance. Pupils will always be working under the supervision of a teacher.

The school network is filtered via the HEAnet servers.

Teachers are encouraged to use child friendly search engines in their lessons, for example safesearchkids.org, kiddle.co

3. Care of school technology

Pupils, staff, parents and visitors are expected to treat all school technology with care and respect. Please check with the ICT co-ordinator with any queries regarding the care of technology. This technology includes but is not limited to iPads, chargers / charger cases, PCs / laptops, panels, TVs, visualisers, projectors, speakers / PA systems

Appendix 1

Guidelines on the use of ClassDojo at Scoil Oilibhéir Naofa

- Teachers will not read messages during the times of 9am and home time 1.40 / 2.40pm as they are fully engaged in teaching and supervising their pupils.
- Teachers may respond to messages prior to 9am or between home time and 3.30pm.
- Teachers may use ClassDojo as a reward system and to communicate with parents regarding school activities and curricular areas.
- Parents may use ClassDojo to request a meeting with the class teacher. Note: ClassDojo is not an appropriate forum to discuss a complaint. Any complaint should be dealt with under the parental complaints procedure – step 1 of which is to arrange to meet with the class teacher (which can be arranged via ClassDojo, as above)
- A handwritten or typed note to the class teacher is required to explain absences.
- Urgent messages, for example a change to collection procedures, need to be communicated through the school office 041 9887431 or office@bettystownschool.ie

Appendix 2 – Remote teaching and learning during an exceptional school closure (i.e. Covid19 pandemic)

ClassDojo

- Teachers are expected to engage with ClassDojo during normal school hours.
- Teachers are permitted to use the ClassDojo app on personal devices during this time.
- All communication via ClassStory, SchoolStory, messages and portfolios will be between the teacher and the parents, including feedback from the teacher on work submitted to the child’s portfolio. The parent can relay the information to their child.
- The parents are responsible for any videos, audio, photographs and work submitted on their child’s behalf to the teacher.

Microsoft Teams

- Scoil Oilibhéir Naofa may use Teams to assist with blended learning / distance learning. Please see the section on Microsoft 365 in the main document for further information.

Video lessons – asynchronous communication

- Teachers will on occasion produce video lessons for their class, or for the school. These videos will be posted on ClassDojo and / or on the school website.
- Parents are reminded to be respectful in their comments on the videos on ClassDojo.

Video conferencing – synchronous communication

Scoil Oilibhéir Naofa will use video conferencing using one of the following platforms: Zoom, Teams, WebEx.

Video conferencing will mainly be used to check-in with a class, examples include

- News
- Show and tell
- Assembly
- SPHE lessons / “circle time”
- Oral language activities (English or Irish)

It may also be used for:

- Reading recovery lessons
- Nurture lessons
- EAL lessons
- Check-ins with SNAs or SET teachers

- Junior Infant induction meeting: Teachers and parents
- Job share meeting: Teachers and parents
- 2nd class graduation: Teachers, parents, children

Rules for video conferencing

- Participants will be appropriately dressed
- Participants will mute their microphone unless requested otherwise.
- If the chat function is enabled, all messages will be respectful, polite and kind.
- For the dignity and respect of all participants, the meeting should take place in a quiet room with no interruptions.
- Child protection
 - A Parent should be in the room with their child during a meeting.
 - Nobody is permitted to make a recording or take a screenshot of any meeting.
- A second teacher will join a meeting in the case of class check-ins to act as host / moderator – to deal with any technical queries and to enable the class teacher to focus on the class.
- Note: Some safety tips can be found on: <https://www.webwise.ie/parents/explained-live-streaming/>

Surveys

- Parents will be asked to complete surveys online from time to time. This is to ensure that Scoil Oilibhéir Naofa are doing everything possible to help our school community during an exceptional closure.
- All surveys will be anonymous and optional.

Appendix 3: Guidelines on the use of Microsoft Teams in Scoil Oilibhéir Naofa

Teams is a professional communication tool which, when used appropriately, can support and facilitate professional dialogue. It is used to discuss school matters between staff members and between the school Principal and the Board of Management. In the future it may be used between teachers and pupils / parents for classwork / homework.

- All communication on Teams should relate directly to school matters and be professional in nature.
- Other communications which celebrate life events, which relate good or bad news, which involve personal reflections or the sharing of jokes etc. are more appropriate for other formats, such as social media or the staff WhatsApp group.
- All Teams users are asked to set their notifications and quiet hours so they are not disturbed during their own personal time.
- Where information is shared with staff via Teams staff should acknowledge that they have read the message by using the thumbs up emoji. As Teams has now become a significant mode of communication, it is expected that all staff will access messages daily.

Appendix 4: Right to Disconnect

Scoil Oilibhéir Naofa seeks to support staff in flexible working hours while also respecting the rights of staff to disconnect from work when they choose to do so.

The right to disconnect acknowledges that people may wish to work flexibly. It may suit some people to work and to send some messages outside of the normal working day. Normal working hours for the purpose of this document will be taken to mean 8.30am – 5pm.

Accordingly, all members of our school community* are encouraged to:

- Set quiet hours for ClassDojo and Teams to minimise disruptions to your personal time.
- Ensure notifications are turned off for the Outlook app if you have the app on your personal phone.

*Our school community includes our: Board of Management, principal, teachers, SNAs, ancillary staff, parents and pupils.

Appendix 5: Scoil Oilibhéir Naofa ICT Acceptable Use agreement form

Name of pupil: _____ Class: _____

As the parent / legal guardian of the above child, I have read the Scoil Oilibhéir Naofa ICT Acceptable Use policy and I accept the responsibilities laid out in it for my child and for me as a parent.

I also give the following permissions:

Please circle Yes or No

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| • My child can access the Internet and school software | Yes | No |
| • Photo / video can be taken of my child for educational purposes | Yes | No |
| • Photo / video of my child can be published on approved school media
(school website / ClassDojo / Teams / school newsletter / Meath Coaster) | Yes | No |
| • My child's school work can be published on approved school media
(school website / ClassDojo / Teams / school newsletter / Meath Coaster) | Yes | No |

Signature 1. _____ Signature 2. _____

Parent / Guardian 1

Parent / Guardian 2

Date: _____

Revisions

- November 2020 – Addition of Appendix 3 “Guidelines on the use of Microsoft Teams in Scoil Oilibhéir Naofa
- November 2020 Addition of Appendix 4 “Right to Disconnect.”
- January 2021 – Appendix 2 on remote learning was revised to reflect the use of synchronous communication.