

# Acceptable Use Policy

Dunderrow N.S.,  
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The purpose of the internet access in Dunderrow N.S. is to raise educational standards, to support the professional work of staff and to enhance the school's management and administration systems. Although access to the Internet is a necessary tool for staff and students the board of management is mindful of its Child Safeguarding and Health and Safety practices and procedures.

The aim of this **Acceptable Use Policy** ('**A.U.P.**') is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The AUP is part of the school's ICT policy and will relate to other policies including those for behaviour and SPHE.

It is envisaged that school and parent representatives will revise the AUP when necessary to meet current demands. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

## School's Strategy

Dunderrow N.S. employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### General

- Internet sessions will always be supervised by a teacher.
- Filtering software (Sonic Wall) will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' usage through classroom observation and by checking user files, temporary internet files and history files as well as monitoring use of the Google Suite for Education (also referred to as 'G-Suite') and Seesaw.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Internet safety talks for parents will be organised occasionally.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

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- The use of personal USB keys and other digital storage media in school requires a teacher's permission. Teachers should be mindful of content on their USBs and keep specific memory sticks for school use.
- Students will treat others with respect and observe good etiquette on the internet at all times and will not undertake any actions that may bring the school into disrepute.
- Google Suite for Education will be used throughout the school and teacher approved games and apps have been uploaded to all our school tablets.
- All parties; i.e. parents, teachers, staff and students, will be requested to adhere to the AUP of the school.

### World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students 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.

### Email

- Students have all received an approved school GMail address. They will use this under supervision of or permission by a teacher and under supervision of their parents.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as passwords, addresses, telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or online.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not have access to social media, chat rooms, discussion forums, messaging or other electronic communication fora.

### Internet

The Internet has become a two-way communication system for the school and the wider community. Services such as the Dunderrow National School App, Email, YouTube, Class Dojo, SeeSaw and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Dunderrow N.S. form part of our web services and all content that is placed on these services falls under this policy. Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

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## Social Media

The safety of our children on the web is of utmost importance so we would ask parents to be aware of the following. The Internet is open to potential dangers when used inappropriately.

- Many social media sites have minimum age requirements. It is not advisable for children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Some social media sites will be used by teachers in class, for example, ClassDojo. However, all interactions will be under the supervision of the teacher.
- Please do not “tag” photographs or any other content which would identify any pupils or staff in the school.
- 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.
- Avoid any negative conversations about school, pupils, 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. Please refer instead to the school complaints procedure.

## School’s Internet Presence

(Please note that the following points apply to the school’s following platforms: school website ([www.dunderrowns.ie](http://www.dunderrowns.ie)), Dunderrow N.S. app and Dunderrow N.S.’s Twitter account ([www.twitter.com/DunderrowNS](http://www.twitter.com/DunderrowNS)).

- Students will be given the opportunity under direct teacher supervision to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- No personal details are to be uploaded.
- The publication of student work will be coordinated by a teacher.
- Student work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission and on the Dunderrow NS app.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Video clip content will be uploaded as listed or unlisted YouTube videos, on the school’s dedicated YouTube channel. Unlisted videos will not be visible to public searches. The links to such unlisted videos will be shared with parents/guardians through dedicated online school channels such as the Dunderrow N.S. app and class Seesaw profiles only. Parents/guardians are asked NOT to share these YouTube links on personal social media accounts. Video clip content will not contain names of any individual pupils. With the principal’s consent, YouTube videos may be published as listed (publicly searchable) videos for promotional and/or competitive purposes only.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students’ names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

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- Teachers will take photos using the Communicator's App on their phone or on the school camera. No photos of children will be taken using the camera app on teacher's phones, therefore avoiding images being saved on personal phones.
- The Data Protection Act 2018 is to be followed.

### Twitter

- The school has created a school-based Twitter account (@DunderrowNS) in order to highlight the contributions of pupils, staff and members of the school community. Twitter is being increasingly used by schools to communicate achievements to the wider communities which they serve and in order to engage in media pertaining to education, featured on Twitter.
- Stringent efforts will be taken to ensure that children are not individually identified in tweets from the school Twitter account. Group pictures and photos without children's faces are preferred.
- Parental permission for images of their children to be featured on the school's Twitter will be sought upon enrolment (as per the parental consent form for their child's image to be taken).

### Personal Devices

- Mobile phones and all other electronic devices (e.g. PSPs, I-pods etc.) are not encouraged on the school grounds. If a child has to carry a mobile phone for contact reasons after school time they must switch off the phone during school hours. The phone must be given to the class teacher during the school day and collected at home time.
- If a child is found to have a mobile phone turned on in school, it is held by the principal until a parent is available to come and collect it from the principal.
- Smart watches are permitted in school, but only as a time-telling device. Any other devices with photo/ video/ game/ text or other communicative capability are not permitted at school.
- The school cannot accept responsibility for damage to any personal electronic devices.

### Support Structures

- Teachers will give instruction to pupils on appropriate use of the internet and how to use it safely. We use the services of the NCTE and [www.webwise.ie](http://www.webwise.ie) and advise parents to read the information on internet safety on the website.
- The school also provides occasional talks from professionals (Gardaí/ Internet safety companies) on internet safety for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and talks for parents.

### Direct Communication using Internet (eg. Distance Learning)

In circumstances where teaching cannot be conducted on school premises, teachers may use online platforms, decided upon and approved by the school, to assist with remote teaching where necessary.

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Google Suite, Zoom, SeeSaw, Padlet, Aladdin and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

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- The school has signed up to the terms and conditions of the online platforms used by the school, enabling the most up-to-date privacy and security features which these platforms provide.
- Parents have already been invited to sign up to the use of the Dunderrow School app and G-Suite for Education.
- Parents have been provided with access codes for each child for G-Suite and for the Dunderrow School app. and must monitor usage of G-Suite by their children.
- Parents have given consent to their child using a school g-mail address and have agreed to monitor it's usage. Parents have been given the password to their child's account.
- The coordinating teacher can access and view all email content, even deleted emails on the G-Suite. The teachers and principal can also view all communication between children in their class.
- All meetings will be password protected and are run through the Google Meet/Zoom.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class. (See Appendix 2)
- Special education teachers and special need assistants may place individual calls or video-chats but only if the pupil's parent is present during the call.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.
- Virtual meeting etiquette must be followed at all times.
- Parents are expected to monitor their child's distance learning platform usage and in this regard, to support the school in relation to observing the terms of use and the related guidelines as outlined in our Acceptable Usage Policy.

Under EU law regarding GDPR, in order for a pupil to use online platforms, the school requires parental consent. ( See appendix 3 for consent form to G-Suite.)

## Other Related Policies

The Board of Management recommend viewing of other related policies where the school will provide additional information relating to the use of the Internet:

- Code of Behaviour
- Child Protection Policy
- Anti- Cyber Bullying Policy
- Anti- Bullying Policy
- Data Protection Policy
- Record Keeping Policy
- Communications Policy

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### Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Dunderrow N.S. also reserves the right to report any illegal activities to the appropriate authorities.

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On enrolment of their child/children to Dunderrow N.S, parents are requested to read the above policy on our website ([www.dunderrowns.ie](http://www.dunderrowns.ie)) and complete the Acceptable Use Policy Internet Parent Permission Form which is enclosed with the enrolment booklet and school registration forms. (Appendix 1)

This policy was ratified by the Board of Management on

07/01/2015

Chairperson; Noel Henderson

Principal; Mary Cottrell

**The policy was reviewed and updated** by acting principal, Helen O'Callaghan, in June 2020 and later again by principal, Triona Hannon, in October 2020 and May 2021.

It references new technologies and changing circumstances regarding distance teaching and learning.

It was approved by the B.O.M. in October 2020 and again in May 2021



Chairperson Board of Management

Seamus McCarthy



Principal

Triona Hannon

Date 21/6/21

# Acceptable Use Policy

Appendix 1



## Internet Parent Permission Form

Please review the School Internet Acceptable Use Policy on our website – [www.dunderrowns.ie](http://www.dunderrowns.ie) sign and return this permission form to the school office.

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

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### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Not Applicable for Infant Classes)

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School Website/School App/ School Twitter Account

I understand that if the school deems it appropriate, my daughter/son's school work may be chosen for inclusion on our school's website. My daughter/son's picture may also be published on the school website, school app or sanctioned school-Twitter account (@DunderrowNS). No personal details will be given with the pupil's pictures. The pupil continues to own the copyright on any work published. Please sign to confirm that you are aware of this.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Acceptable Use Policy

## Appendix 2



### Virtual meeting Etiquette guidelines

Dunderrow N.S. may use online teaching if necessary in response to school closures arising from the Covid-19 pandemic. We ask that the following etiquette be adhered to:

For parents;

- Sign consent for your children, to use distance learning platforms approved by the school, for school purposes.
- Do not record, take photos or screenshots of virtual meetings.
- If there is a reason for a live call with a student, a parent must be present during the call at least at the beginning and the end.
- Special education teachers and special needs assistants may place live calls when a parent is present.
- A pupil may be removed from a meeting if etiquette guidelines are not followed and parents will be informed.

For pupils;

- This is a virtual classroom. Appropriate classroom behaviour is expected (eg respectful exchanges, no food consumption unless expressly permitted).
- Do not record, take photos or screenshots of virtual meetings.
- Dress appropriately.
- Be aware of your surroundings – advise your family you have a meeting. Join from a quiet living room in the house.
- On entering a lesson mute your microphone. This may be done by the host teacher. You may switch on and off the microphone as required.
- Stay seated and present unless given instruction by the teacher. (Do not leave or use a phone/ device/ chat feature while class is going on).
- Be patient – this is new to a lot of people and will take time to become familiar.