



Lisnagry National School
Internet Acceptable Usage Policy

Lisnagry National School's Acceptable Use Policy applies to all of the school's "Devices", which means all computers, iPads, laptops, smart phones and other IT resources that connect to the school's network.

Our Policy applies to staff and students of Lisnagry National School. The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This Policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

School

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.

- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Online safety training will be provided to teachers and will be taught to all students.
- Uploading and downloading of non-approved software on school Devices will not be permitted.
- Virus protection software is used on school Devices and updated regularly.
- A teacher will always supervise Internet sessions which are conducted on school Devices.
- The use of personal memory sticks, CD –ROM's, hard drives or other digital storage media requires the teacher's permission.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material. Websites will be previewed / evaluated by a teacher before being integrated into lessons conducted on school Devices.
- The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school Devices.



- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Expectations

When using the internet students' and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

Use of the Internet

- Students will be taught specific lessons on online safety by teachers.
- Students will not knowingly attempt to visit Internet sites on school devices that contain obscene, illegal, hateful, or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher or supervisor.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download, or otherwise transmit material that is copyrighted on school Devices.
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change, or use another person's files, usernames, or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Email / Google Drive

- When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian. These email accounts are for educational purposes only.
- 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 addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.
- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature to a staff member and must not respond to any such communication.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom or indeed other platforms approved by the Principal as platforms 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.
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as student@[lisnagrins.ie](mailto:student@lisnagrins.ie)
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms. Parents/guardians must also agree to monitor their child's participation in any such meetings conducted on the Online Platform
- Where video calls are used, parents and staff must adhere to best practice in the interest of safeguarding both pupils and staff. See appendix A(Code of Conduct for video calls)

Internet Chat

- Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden

School Website and affiliated Social Media sites, School App.

- The school's website address is: www.lisnagryns.ie
- The School's Twitter account is @lisnagryns
- The School's Facebook account @LisnagryNationalSchool
- The School uses the Aladdin App which is known as Aladdin Connect.
- 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 as per the consent form. 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. Permission is sought from parents/guardians in the child's enrolment form.
- Photos/Videos may be used for the production of the Homework Journal or specific school events e.g. 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 will review the content of the website and the social media sites 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 sites, 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.

Personal Devices

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher. All personal devices are to be turned off during school hours.

Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

Support structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the school will run a programme on acceptable internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying. We celebrate Safer Internet Day every day and invite guest speakers to speak with parents and children in the senior classes on internet safety.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Use of Information Communication Technology (“ICT”) Resources

Lisnagry’s information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school’s policies or reflects negatively on the school is forbidden.

Users of the school’s information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions or denying future access privileges in cases of misuse. Staff/student use of the school’s information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU’s General Data Protection Regulation (“GDPR”).

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour along with the Anti-Bullying Code which can be found on our school website www.lisnagryns.ie

The school also reserves the right to report any illegal activities to the appropriate authorities.

Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Dear Parent(s)/Guardian(s),

Lisnagry National School recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly, and this form will be kept on file for no longer than is necessary.

Acceptable Use Policy Permission Slip

Name of student: _____

Class/Year: _____

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____ Date: _____

Appendix A (Code of Conduct for Video Calls)

Lisnagry National School uses Google Classroom as a learning platform to deliver distance learning to pupils. As part of this process, we have decided that it may be necessary for our teachers/special needs assistants to communicate with pupils through the use of video calling as part of the pupil contact process. Lisnagry will use the Zoom for education licensed platform for video calls and they will only be scheduled for the purposes of learner contact so pupils can check in and see each other.

Parent/guardians and pupils should note carefully the following information in relation to the above:

- Zoom video calling is new to Lisnagry National School and classroom rules will still apply including our code of behaviour.
- Lisnagry National School Child Protection Policy continues to remain in place during this period, and where a child protection concern may arise in relation to during on-line classes or contact, staff members will follow the normal practice, in relation to dealing with such concerns.
- As a matter of good practice, video calls should only take place during normal school hours and it requires that a parent/guardian be present during such calls. However, it will not be possible for the school to enforce this and take no responsibility for doing so. It is recommended that a quiet place be provided for the call so it can proceed without undue interruption, but one which is in an area of the home that is open and accessible to a parent/guardian (i.e. not in a bedroom behind a closed door).
- It is expected that pupils engaging in Zoom video calls observe acceptable standards of appropriate behaviour and etiquette, as they would in a classroom setting, along with appropriate dress code during video calls.
- It is strictly prohibited for any pupil, parent/guardian or staff member to record and/or share in any manner a live video call, either through recording that may be available on the platform, or using any other device e.g. mobile phone, without the express written consent of all parties to the call being obtained in advance and the advance approval of the principal teacher. All parties should note that to record a call without consent is a serious issue which may be subject to disciplinary action under the relevant code of behaviour/disciplinary policy.
- Video calling will be facilitated via invitations through Aladdin Connect and consent will be sought using Aladdin connect.