Cahergal N.S.

Scoil Náisiúnta An Chathair Gheal

Roll No: 17807r

Internet Acceptable Usage Policy

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Cahergal N.S. recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, we provide access to ICT for student use. Tweet @CahergalN and maintain www.cahergalns.ie as our school website. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

Technologies Covered:

Cahergal National School may provide students with internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more. The polices outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

Cahergal National School ICT Network:

The Cahergal N.S. network is intended for educational purposes.

General information

- All activity over the network may be monitored and retained.

- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the PDST in Education.

- Students are expected to respect the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service BrightCloud.

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in Cahergal N.S. existing Code of Behaviour.

- Misuse of school resources may result in disciplinary action.

- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.

- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

School Website and Twitter Account

- Teachers have full editorial rights over the school website and school twitter account. Students will not have access to relevant passwords.

- The school teachers choose and modify all twitter followers/followees and are all for the intended educational purpose. Retweets are not necessarily the views of Cahergal N.S., but are discussed and distributed for educational and conversational purposes.

- There are no full name references on twitter and a conversational but formal tone is followed.

- There is an interaction reply policy for parents and the community on twitter. We will follow parents back, once they have followed the school, but we do not seek them out on the site. We will reply to tweets directed at the school once it is deemed appropriate by teachers to do so. The tone of all interactions is conversational and could be described as 'classroom style' language.

- We do not follow or reply to students on twitter, however we may 'star' a comment to reference the comment in the future.

- Staff and pupils will use Seesaw, Google Classroom and other educational resources for strictly classroom use only.

- The staff and teachers of Cahergal N.S. commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account.

Photographs:

Cahergal N.S. use the website and twitter to celebrate the success stories and great achievements of our students. We use photographs/video/ other multimedia to compliment text content on the website / twitter page. We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians.

- Children will not be named in photographs. Should their name need to be used at any stage, verbal permission will be sought by parents/guardians.

- No child shall be photographed and named under that photograph specifically if they are the only student photographed.

Cahergal National School own mobile devices:

Cahergal National School may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same acceptable use policies, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They

should report any loss, damage, or malfunction to their teacher or any staff member immediately. Use of school-issued mobile devices will be monitored.

- Each class teacher retains a record of usage per device per class e.g. (individual /groups of pupils) are assigned a specific (numbered) device at each ICT session and must continue in as far as possible to maintain using this specific device throughout any given school year(s)

- After using school laptops/iPads, teachers must ensure that they are returned carefully to the trolley and assigned their correct space in the trolley.

Mobile devices in the possession of Cahergal National School Students:

Students may not use personally-owned devices in school (e.g. laptops, tablets, computers, digital cameras, and smart-phones (see Cahergal N.S. Mobile Phone policy) for educational purposes, unless explicitly stated in notes read and signed by parents/guardians and written by their classroom teacher. Appropriate online behaviour and adherence to the acceptable use policy should always be used.

Cahergal National School Security:

We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. They must think twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

Netiquette:

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.

- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. More detailed examples of acceptable use and unacceptable use are given in Appendices One and Two.

- Students will be explicitly taught how to conduct themselves while using the internet by learning about "netiquette" (etiquette while online). This will be administered from First to Sixth Class -through the use of a school designed booklet / powerpoint– which will be revised each September in each class every year.

Plagiarism:

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the internet for inclusion on our school website or Twitter Account.

- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

- The school will encourage students who create original content to claim ownership of it.

Personal Safety:

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school.

- a parent/guardian if they are at home.

- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the internet without adult permission.

- Students should never agree to meet someone they meet online in real life without parental permission.

- Students' images will not be shared online (on Cahergal National School website, or twitter account) without explicit expressed permission from their parents.

- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.

- School videos on Vimeo or YouTube are not available for search or comment on the host sites.

Cyber-Bullying:

Cyber-bullying = harassment of colleagues, classmates or acquaintances through electronic means with the intent to hurt the victim.

Cyber-Bullying Harassing, trolling (user purposely tries to upset or provoke people by posting offensive messages online) flaming (internet users send each other offensive messages due to a heated argument or debate), denigrating, (criticise unfairly) impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Cahergal National School. (Please see Cahergal National School Anti-Bullying Policy)

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.

- In some cases, cyber-bullying is a crime.

- Remember that your activities are monitored and retained.

- The school will support students, teachers and parents in dealing with cyberbullying Cahergal National school is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) and will act as required by the Department of Education and Skills , the Department of Children and Youth Affairs, the Departments of Justice and Equality and the Health Service Executive.

Violations of this Acceptable Use Policy:

Violations of this policy in Cahergal National School may have disciplinary repercussions in line with the school's Code of Conduct including:

- Suspension of Computer / ICT privileges

- Notification to parents in most cases

- Detention

- Suspension from school and/or school-related activities

- Expulsion

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Cahergal N.S., it will be reviewed as the need arises.

Signed by and behalf of BOM:

_____   Date: _____

Mr. Ronan Stephens (Chairperson)

Signed on behalf of Cahergal National School:

_____   Date: _____

Mr. Alastair Beegan (Principal)

Appendix 1

Examples of Acceptable Use I will:

- Use school equipment for school-related activities only

- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.

- Treat school resources carefully, and alert teachers if there is any problem with their use.

- Encourage positive, constructive discussion if allowed to use twitter or represent the school online.

- Alert a teacher if I see threatening/ bullying, inappropriate, or harmful content (images, messages, postings) online.

- Use school technologies at appropriate times, in appropriate places, for learning reasons.

- Recognise that use of school technologies is a privilege and treat it as such.

- Be cautious to protect the safety of myself and others.

- Help to protect the security of school resources. This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2

Examples of Unacceptable Use I will not:

- Use school technologies in a way that could be personally or physically harmful to myself and others.

- Search inappropriate images or content.

- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.

- Try to find ways to change the school's safety measures and filtering tools

- Use school technologies to send spam or chain mail.

- Plagiarise content (copy, use as their own, without citing the original creator) I find online.

- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.

- Use language online that would be unacceptable in the classroom.

- Use school technologies for illegal activities or to pursue information on such activities.

- Attempt to access sites, servers, accounts, or content that isn't intended for my use. This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 3

Approval & Acceptance of Cahergal N.S. Acceptable Usage Policy

Dear Parents,

As part of the school's ICT programme, we will be offering pupils supervised access to the Internet. As you are probably aware, the Internet contains a vast amount of information but unfortunately not all of this is suitable for children and so we have produced an Acceptable Use Policy specifying our guidelines.

Before being allowed to use the Internet, all pupils must obtain parental permission. We therefore ask that both you sign the below as evidence of your approval and acceptance of the school rules on this matter. A copy of our Acceptable Use Policy is available on request or online at www.cahergalns.ie

Please read the AU Policy carefully and return this form to the school.

Name of Pupil ……………………………………   **Class:……………………………..**

I allow my child/children (*Name/s*): ………………………………………………………………………………..
to use the Internet in school and accept school rules on this matter.

Signature of Parent …………………………………   **Date: _____**

Appendix 4

Advice for Parents on ICT in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc.

Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:

- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.

- Be aware of the sites your children are visiting and discuss with them what they are learning.

- Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details.

- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.

- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home.