

**Acceptable Use Policy & Blended Learning Policy**

**Scoil Mhuire Glencastle NS Acceptable Use Policy**

This 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. This Policy applies to staff and students of Glencastle N.S. 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 (“AUP” or “the 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 by teachers 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.

• Websites will be previewed / evaluated by a teacher using a filtering system, 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.

**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, username 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.

• 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.

**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**.

* The school’s website address is: www.glencastlens.ie.

● 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.

• 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 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 for parents/guardians on a four year cycle. This will cover several topics including cyber-bullying.

• 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 Your school name 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. 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.

(Forwarded to Parents Via Google Forms)

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Glencastle NS have recently reviewed the school’s Acceptable Use Policy (A.U.P) / Distance Learning Policy. Please familiarise yourself with this policy, prior to completing the Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

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Acceptable Use Policy/Distance Learning Permission Slip

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distance Learning**

We recognise that online collaboration is essential for distance learning.

This is a working document and it is in addition to our Acceptable Use Policy. As we try out new ways of supporting distance learning, the document will be updated.

● In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, or other platforms approved by the Principal as platforms (the “Online 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 pupilname.student@school name.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

● If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can 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.

* **Guidelines for good online communication at Glencastle NS**



1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families via Zoom or through an established app (eg. Seesaw, Google Classroom ).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, or Google classroom)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian’s email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Glencastle NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

**Guidelines for staff members using online communication methods:**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9.00am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

**Rules for pupils using online communication methods:**

* *For submitting learning:*

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

* *For video calls/Zoom:*

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don’t forget to wave hello to everyone when you join!
11. Golden Rules : BE KIND / BE HONEST/ WORK HARD & LISTEN

**Guidelines for parents and guardians:**  
For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child’s parent will receive a report on the incident.  
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**In the event of a Whole School Closure and or Class Closure (advised to self\_isolate or restrict their movements)**

In these events the class teacher will be required to provide remote

distance learning to all pupils in the class via the digital platform assigned to the

class and or learning packs. (Teachers will communicate with parents to ensure that only assigned pages are completed.)

Class teachers will invite their SET teacher to their classroom platform and provide

feedback to the students they support.

SET teacher may also provide distance learning with pupils they support separate to the class teacher via zoom or phone calls.

Government guidance will inform the Board of Management as to whether the school

building will be open for teachers to access during closures.

**Engagement with Students in the event of a School Closure / Class Closure**

Teacher feedback is very important to ensure continuity and progression in learning and to affirm students’ work . Feedback will help motivate the student while learning

from home.

Teaches should ensure the following:

* They respond regularly to students with helpful feedback on work submitted
* Teachers show flexibility when setting agreed timelines for work to be returned
* Feedback is relevant and easily understood
* The feedback informs the next stage of learning
* The feedback is specific- there should not be an over- reliance on self- correcting tools or generic feedback.

It is also important to get feedback from parents/ guardians and students on how well

the arrangements are working for them and to inform ongoing activities being

provided for the students.

**Guidelines for Remote Teaching and Learning**

* Teachers working from home/self-isolating will share their short term plans

with the substitute teacher via email.

* Teachers working from home will continue to assign and correct homework on the assigned platform.
* Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, everyone’s circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times.
* Parents and students need to be aware that teachers may have to send material/ assignments outside of regular school opening hours. This does not mean there is an expectation on the student to begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Google Classroom/ Seesaw outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours. Where possible schedule work to send later if you have the option to do so.
* If work is submitted after school hours the teacher will endeavour to correct it during the following working day and not that evening. Therefore work will be planned to ensure that corrections are not necessary for the following day. Eg if fraction work is assigned on Monday, time may be assigned for Tuesday and then fractions can be reassigned on Wednesday following the work being corrected.
* No matter what time a student and/ or teacher is on Google Classroom/Seesaw i.e. whether the teacher is online giving an online lesson or not- the moment a student logs onto Google Classroom/ Seesaw they must abide by the school rules and the rules will be implemented if and when necessary. The material created by the teacher on Google Classroom is the property of the teacher and students do not have permission to share it with others outside of the class unless given permission to do so. Recordings should not be made of any online lessons unless with explicit permission from the teacher.
* Teachers may choose to conduct live classes. Zoom or Google Hangouts might be used. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students’ attire must be suitable.
* Students will not record the class unless with the prior permission of the teacher conducting the live online class. If a recording is made with the permission of the teacher, it cannot be shared with anyone outside of the class.
* Social media sites e.g. Facebook, Snapchat and WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly. The school website may be used by teachers to demonstrate examples of good work to parents and the wider school community.

**Staying Safe in the distance learning environment**

● All teachers need to be familiar with the Acceptable Usage Policy in the school.

● Teachers should keep personal data safe when working from home and follow the data protection policy of the school.

● The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.

● All provisions relating to the child’s data remain the same under GDPR procedures and guidelines.

It is expected that all students and teachers will engage as best they can with all

efforts at online teaching and learning so as not to be behind when school resumes. We thank the school community for adhering to the above guidelines for

everyone’s safety and welfare.

**Implementation/Ratification and Review**

This policy has been in operation in *Glencastle N.S. School since* 2012 It will be reviewed again in February 2021.

**Signed: Tom Mc Andrew Date: 11.12.2020**

Chairperson

**Signed: Catherine McIntyre Date: 11.12.2020**

Principal