



ASTON VILLAGE

EDUCATE TOGETHER
NATIONAL SCHOOL

Internet Acceptable Use Policy

(Pertaining to acceptable use of technology and the Internet.)

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School Policy and Procedures

Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use at Aston Village Educate Together National School ('the school') is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in the school. The AUP will be revised regularly to meet with the ever-changing nature of technology and the Internet.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined herein - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's Child Protection Policy.

Strategies

The school will employ 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.
- Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved media/software will not be permitted and will be precluded in so far as possible.
- Virus protection software will be used and updated on a regular basis where necessary.
- The use of personal pen drives, CD-ROMs or DVDs in school
- by **teachers** is acceptable but increasingly discouraged from a data storage perspective owing to increases in data loss, virus transmittal and the increased

prevalence of more secure and convenient 'cloud-based' alternatives such as google drive (which the school uses as part of Google Apps For Education).

- by **students** is only permitted in restricted circumstances as deemed necessary by class teachers.

Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute. Teachers and staff are expected to demonstrate and model such appropriate behaviour when online.

World Wide Web

- Sites that the children use in school will be previewed by their teacher before use.
- Where possible, children will access websites by using the school chromebooks (managed).
- Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g as a reward or for golden time etc.
- Teachers and students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information and they will access further learning on this issue through the SPHE curriculum.
- All Internet users in the school should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.

Aston Village ETNS views Internet Safety as fundamental to ensuring optimum use and learning benefits for students and staff. The school accesses the Internet through a secure firewall installed by the school and uses Level 4 Content Filtering remotely managed by the PDST TiE (Professional Development Service for Teachers/ Technology in Education). This service is common in Ireland for schools, libraries, government agencies and enterprise businesses of all sizes. - See more [here](#). Students access the Internet via search engines that are designed for children to use. Such search engines include Instagrok.com, kidrex.org, duckduckgo.com and scoilnet.ie and the use of such search engines at home is strongly advised. Students and staff (including people employed by the school/contractors etc) will not attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if for any reason they inadvertently access information that makes them in any way uncomfortable. In the extremely unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the matter will be reported to the service provider immediately.

Email

Suggested arrangements for email use:

Junior & Middle Classes (JI - 4th Class)

Students in non-senior classes (ie. Junior Infants to Fourth classes) will be able to access the Internet via chromebooks using their own personal login (GAFE accounts with email

disabled) and/or using 'guest' browsing (depending on parental consent). They will not be permitted to have school email accounts but may benefit from the use of a class or teacher-specific email address which is only accessible and controlled by the class teacher. The teacher may set one email address for classes for work online with partner schools. The teacher may request this from the ICT coordinator. This facility would for example allow the class unit or small anonymous groups within it, to contribute their work online, research online, access interactive learning tools online and communicate in a directed, managed manner with other organisations online without ever putting personal data or photos in the public domain.

Emails in this arrangement would be opened by a teacher and read/printed for children who are participating in inter-schools projects for instance. For children in Junior Infants classes up to Fourth Class, access to the internet in school will only be granted if consented by the child's parent/guardian using the Permission Form in the appendix of this policy document. Students will be provided lessons/talks on Acceptable Use of school technology and the Internet which are appropriate to their age and class level. At the end of these lessons/talks, the children will be asked to take the appropriate Permission Form home and sign up to the Policy with their parents/guardians. This form should be signed, dated and returned to the school office.

Senior Classes (5th and 6th Classes)

The school recognises the increased presence that individuals and organisations have online as well as the many benefits and educational resources available. Rather than preclude students from Internet use in any particular instance (due to perceived or real risks), the school elects to educate students in responsible and safe online behaviours and strategies and provide supervised lessons involving various Internet tools. Senior students (5th and 6th Classes) will be provided with the opportunity and privilege of having a school email address. For this to come into effect, PARENTAL CONSENT WILL BE REQUIRED. Having a school email address will afford senior students opportunities to

- sign into school managed devices (chromebooks)
- receive teacher-prescribed assignments and resources
- contribute to group and class work using the latest online collaborative tools
- save their online work to a secure cloud/drive location

Students will not send or receive (by any means) any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.

Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.

Students will never arrange a 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. All student emails and attachments can be screened and checked by staff.

Bring Your Own Device (BYOD)

¹Bring your own device (BYOD) involves allowing pupils/students to bring their own devices, especially tablets and other suitable personal devices, into classrooms to support improving student learning outcomes. Rather than the school owning the computing devices, as has been the norm to date, the devices are student owned. BYOD can be used both as an alternative to, or as an additional level of support to computers owned and provided by the school, such as a set of tablets that are being shared between classrooms at different times. Many BYOD suitable devices may be more capable and up to date than some school computers. Schools are beginning to see the potential of BYOD to support a more student-centered, active learning approach, with students taking more responsibility for their own learning. This also presents potential opportunities for differentiation for learning within classrooms. Though only a small number of Irish schools are using BYOD, awareness and adoption is growing.

At Aston Village ETNS, BYOD has been in use in a limited number of circumstances to date. It has been a success in the area of Special Educational Needs for instance where some children have been able to access technology thanks to assistive technology grants for purchase of tablets. In a senior class a teacher has also trialed the idea using wifi devices to assess learning in groups. There is no doubt as to the potential of this approach and the appeal in a school context where cost is minimised to the school. It does however, present some potential difficulties in terms of supervision and monitoring. It also raises issues around inequality and highlighting the 'digital divide' between children with access to certain technologies at home and those who may not. Currently, the school chooses not to employ this approach throughout the school as a means to accessing the Internet for students. Instead, it is decided that this approach may be used in a strictly planned and ad-hoc fashion where class teachers consult with the ICT coordinator and the Principal in advance. The aim is to assess the future viability of this option in a primary school and to use limited, planned lessons to help measure effectiveness on teaching and learning.

BYOD as an option for Internet access for students will be reconsidered again in a later review of this policy no later than year end 2016.

Internet Chat

Closed chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised. Students will not have access to closed chat room passwords and will not be permitted to access random chat rooms or social media websites.

Meetings with other people organised via Internet chat rooms and discussion forums is strictly forbidden and the dangers of this are included in the Internet Safety lessons provided to the students.

¹ excerpt:

<http://www.pdsttechnologyineducation.ie/en/Technology/Advice-Sheets/Bring-your-own-Device-BYOD-for-Learning.pdf>

School Website and Social Media Presence (Twitter page, Facebook page)

Pupils will be given the opportunity to publish projects, artwork and other school work on school-managed Internet pages with parental permission (provided at enrolment). Occasionally, some of these items of work may be used as entries or part of entries submitted to competitions allowing students the opportunity to represent their school either as an individual or part of a group/class.

The publication of student work will be co-ordinated by a teacher.

Pupils' work will appear in an educational context on school web pages with a copyright notice prohibiting the copying of such work without written permission.

Photographs, audio and video clips will focus on group/class activities and these will be published with permission using the school's standard permission form (completed on enrolment).

Personal pupil information including names, home address and contact details will be omitted from school web pages. Pupils will continue to own the copyright on any work published and the school retains copyright of all images and website content as a further measure of protection for students and staff (see copyright notice on website homepage www.astonvillageetns.com). Social media sites such as Facebook, Bebo, Snapchat and Instagram cannot be accessed by students in school.

Legislation

Staff have been made aware of legislation relating to use of the Internet. Links have been shared to all teaching staff for the following:

- Data Protection (Amendment) Act 2003
<http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 -
<http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 -
<http://www.irishstatutebook.ie/ZZA25Y1988.html>

Support Structures

Senior class students (5th and 6th) receive lessons in school on safe Internet use. They also hear talks from outside professionals on the subject of Internet safety. Websites offering support and advice in the area of Internet Safety have been shared to all staff.

The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in the school library for both staff and parents to peruse:

- Get With IT - Parent guides to new media technologies, Social-Networking websites and Filtering Technologies (also available online at igc.ie; see Useful Website section at the end of this document)

- [MySelfie and the wider world](#) - Webwise Primary Anti-Cyber Bullying Teachers' Handbook
- [Webwise Teacher Handbook](#) - NCTE/PDST
- [Information and Communications Technology \(ICT\) in the Primary School Curriculum](#) (Guidelines for Teachers).

Sanctions

Misuse of the Internet may result in disciplinary action according to the Positive Behaviour Policy, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Positive Behaviour Policy includes specific provision for Internet and Technology use. Sanctions for misconduct include written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

*Please Refer to School's Positive Behaviour Policy/Anti Bullying Policy/Child Protection Policy for further information.

The school also reserves the right to report any illegal activities to the appropriate authorities. This policy will be reviewed in September 2016 or when deemed necessary by the ICT coordinator, Deputy Principal or Principal; whichever is sooner.

Ratification and Review

This policy was ratified by the school Board of Management on 11th February, 2016. It will be reviewed annually and when needed, but no later than September 2016.

Signed:

Chairperson
Date: 11/02/2016

Internet Safety - Useful Web Sites

<http://www.webwise.ie/category/parents/advice/>

<http://www.internetsafety.ie>

<https://www.hotline.ie/internet-safety/useful-websites/>

<http://www.igc.ie/Guidance-Information/For-Parents-&-Students>

With regard to the above link (IGC.ie), the Institute for Guidance Counsellors in Ireland provides excellent resources/advice for parents and guardians in the area of Internet Safety, Cyberbullying, Latest Technologies, Filtering Technologies and Mobile Phones.