ASTON VILLAGE

EDUCATE TOGETHER
NATIONAL SCHOOL

Internet & Technology Acceptable Use Policy (AUP)

Introduction

The Internet is now an essential element of education, business and social interaction. Internet use is part of the revised primary school curriculum and a necessary tool for teaching and learning. The purpose of Internet use at Aston Village Educate Together National 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 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.
Like the school's ICT Policy, 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 students and teachers 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 Therefore, if the school AUP is not adhered to, this privilege can be withdrawn and appropriate sanctions – as outlined herein - may be imposed.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. To that end, it is a necessary element of the induction process of new staff that they read and accept the terms of this policy.
Teaching staff are also reminded that The Teaching Council's Code of Professional Conduct for Teachers makes specific reference to teachers' communications and behaviours online being 'appropriate' and whilst they do not expand on the specifics of 'appropriate', they state that such direction should be guided by schools via internal policies. Please see paragraphs 3.6 - 3.9 in The Teaching Council's Code of Professional Conduct for Teachers.

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:

- Internet sessions will always be supervised. The school monitor device use to varying degrees of detail and students should be reminded of the reason they are using the device/ internet.
- Filtering software is used in order to minimise the risk of exposure to inappropriate material.
- The school will employ the latest in-device management software tools to assist in the daily management of devices, maximising efficiency in teaching and learning whilst also ensuring online safety for students.
- The school will regularly monitor Internet usage via device management tools.
- 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. If teachers require a specific item of software/ app/ web app they may request it from the ICT Coordinator.
- Virus protection software will be used and updated on a regular basis where necessary. Currently we use panda endpoint security software (SEP 2019).
- The use of personal pen drives, re-writeable (RW) CD-ROMs or DVDs in school...

  ...by **teachers** is acceptable but discouraged from a data storage perspective as these devices are prone to data loss and virus transmittal. The increased prevalence of more secure and convenient 'cloud-based' alternatives such as google drive (which the school uses as part of G-Suite For Education) and One-Drive (Microsoft).

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

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

Internet & Digital Citizenship

- Websites and online resources (such as video clips) that students use in school will be previewed by their teacher before use.

- Where possible, students will access websites by using the school chromebooks (managed) or Acer Netbooks, tablets (iPads (managed) and Android Asus ZenPads).
- Students will use the Internet for educational purposes and as deemed appropriate by their teacher -e.g as a reward or for golden time etc. but teachers are reminded that supervision is essential and they should be aware of what their students are accessing on the internet.
- Teachers and students will be familiar with copyright issues relating to online learning. (Filtered search facilities offered by google search and creativecommons.org are advised best practice). Recommended sources of teaching resources also include:
  www.Scoilnet.ie (webclipped to iPads)
  Worldbook (is free only via scoilnet.ie)
  www.Kiddle.co (webclipped to iPads)
  Duckduckgo (webclipped to iPads)
  https://www.safesearchkids.com/
  Teachers may request specific websites to be webclipped to ipads before use, thereby directing students to these specific internet locations. App and website restrictions can also be applied on ipads upon request.
- Students will never disclose or reveal personal information and they will access further learning on this issue through the SPHE curriculum, Lessons on web safety and responsible digital citizenship (see saferinternet.org, saferinternetday.org, Google's Be Internet Legends resource and webwise.ie) and generally through positive online behaviour modelled by teachers.
- All Internet users in the school should be aware that any internet use on the school fixed or wifi networks, including distributing or receiving of information, school-related or personal, may be monitored.

The school views Internet Safety as central to student learning and to their wider and future engagement with the internet. 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 kidrex.org and kiddle.co and the use of such search engines at home is strongly advised. Students and staff (including people employed by the school/volunteers etc) will not attempt to visit Internet sites that contain obscene, illegal, hateful, inappropriate or otherwise objectionable materials.

The school recognises that students are online outside of school hours/ premises and to that end we aim to support parents and guardians in their efforts to make children's engagement with the internet as safe and healthy as possible. The school has engaged outside assistance in providing online safety talks for parents/ guardians and will continue to do so. The school also makes efforts to keep teachers, staff and parents/ guardians up to date and informed of the latest online trends and possible threats to children's safety online. Such information is posted to the school website and social media pages and there is a link to webwise on the school "parents" page. Parents and students are reminded that the school has an anti-bullying policy which can be read at our website under this link: https://astonvillageetns.com/anti-bullying/ In line with the Anti-Bullying Policy, users may report incidents of bullying which may be "carried out directly or indirectly or through any electronic or other medium", using the link to a reporting form on the Anti-Bullying page. Such reports are followed-up on by the Anti-Bullying coordinating teacher.

Children should inform their teacher if for any reason they inadvertently access material that makes them in any way feel 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

Staff
Teachers, SNAs and administration staff are provided with an email address for school communications upon commencement of working in the school. Staff are advised that this email address is for school related, professional communications only and that upon completion of working with the school, the email address and content associated with the address remain the property of the school. All communications should be respectful of the fact that they are representing the school.

Students
All students are provided with a GSuite account (PARENTAL CONSENT WILL BE REQUIRED at enrolment) comprising of Google apps such as:

Google Drive, Google Docs, Google Sheets and Google Slides and other apps as required.

Access to their G-Suite account allows students 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 eg. SeeSaw app
- save their online work to a secure cloud/drive location (e-portfolio in google drive)

Students are not given personal school email accounts but may be involved in teams with other students where they are permitted to access group/team emails (senior 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 to be responsible Digital Citizens. This includes topics such as:

- engaging positively online (good "netiquette", being positive digital citizens)
- being in control of private and personal information
- safe browsing
- deciphering valid content online (real vs fake information)
- being careful when downloading
- being careful what they post (observing the "Granny Rule")
- being careful who they meet online.

General Points for Students using the Internet

- Students will not be allowed to access social media accounts/ content in school.
- 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.
- All student G-Suite accounts and connected google drive accounts are deleted once children leave the school permanently. Students wishing to retain their email address and e-portfolio (google drive) data must make a request to the ICT Coordinator teacher or their class teacher.

When using devices, teachers are reminded that it is possible to 'pre-load' some websites and apps so that they are presented to the children on login to the device. Some search sites and apps are already loaded on the chromebooks for instance such as scratch junior and some phonics and reading related apps. Please request additional specific apps or websites from the ICT coordinator as required. Apps can be browsed at the chrome web store:
https://www.google.ie/chrome/webstore/apps.html

Similarly, when using the school tablets (ipads and asus zenpads) teachers can request apps to be installed on the devices in advance by advising the ICT Coordinator.

All school devices are available to book for classroom use via the google calendars set up for each resource. The are:

Asus ZenPads x 25
iPads:
    4 sets of 6 devices for mainstream use
    1 set of 6 dedicated for Coisceim and 5 Coisceim teacher ipads
    4 teacher iPads for NE STEM Champions Teachers (6th & 3rd Classes in 2019)
    4 Support Team general use iPads
BeeBots (6 beebots and docking station)
Bluebots (6 bluebots and docking station)
    Mats and grids available for both of the above
Lego WeDo 2.0 x5 kits
Listening Station 1 x5 Headphones sets
Listening Station 2
Toshiba Chromebooks x 22
ACER Netbooks x 21 (suitable for internet browsing and tools, located in Rose's room)

Teachers may also access and request purchase of other ICT related periphery items from the ICT Coordinator:

- Tripods (& ipad grip)
- Presentation remote clicker
- HMDI cables
- HDMI adaptors (usb (android) and lightning (apple))

Bring Your Own Device (BYOD)

[1]Bring your own device (BYOD) involves allowing students to bring their own devices, especially tablets and other suitable personal devices, into classrooms to support improved student learning outcomes. Rather than the school owning the 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 engagement to devices owned and provided by the school. 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. In a senior class a teacher has also trialled 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 actively 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 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.

---

[1] excerpt:
http://www.pdsttechnologyineducation.ie/en/Technology/Advice-Sheets/Bring-your-own-Device-BYOD-for-Learning.pdf

BYOD as an option for Internet access has been reconsidered in 2017 and preference has clearly been to use chromebooks and tablets in the first instance. Some students with additional learning needs have access to laptops as an aid to their daily learning and some students bring their own devices to school as a frequent support to aid their learning.

Internet Chat Facilities

Closed chat rooms, discussion forums, internet calling platforms (skype & facetime) 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/ calling/ messaging service passwords and will not be permitted to access random chat rooms/ calling/ messaging services or social media websites.
Meetings with other people organised via Internet chat rooms and discussion fora is strictly forbidden and the dangers of this are included in the Internet Safety lessons provided to the students mentioned in previous sections.
Chat or online messaging services are permissible for staff use.

Interactive Whiteboards and Projectors

Each classroom is equipped with either:
        An interactive digital projector & board or
        A digital projector and wireless keyboard & mouse set
Provision of the above facilitates the interaction between the students and the lesson content that a teacher may present to a class.
Older projector/interactive board combinations are now phased out in the school and we are now (SEPT 2019) auditing the current quality of the projectors and displays with a view to improving any teacher & learner experiences deemed unsatisfactory. This is a concern being actioned by our school ICT Committee.

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 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. Access to the admin pages of the school website, facebook page and twitter feed can be requested through the ICT Coordinator. As facebook is blocked by the PDST filtering service at the school, posting to the school facebook page can only be carried out off-site or outside of the school Internet network.

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

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). Students may be photographed individually for display use within the school without expressed consent of the child's parents/guardians. Such examples include membership of particular cross-school groups or committees like the Green Schools Committee and use within class by a teacher to display class jobs or birthdays (for example).

Personal pupil information including surnames and address, will not be attached to images of students. Furthermore, **first names may only be used in an instance where a child is being commended for a special achievement and in such instances, the child should not be pictured alone, but in a group. Parents/Guardians are afforded the opt-out or non-consent option (at enrolment) regarding their child's photograph being used online by the school. Teachers are asked to be familiar with the names of children in their class who are not allowed to be photographed for publication/posting to the internet. A non-consent list is available from the IT Coordinator and on the school google drive.**

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, Snapchat and Instagram cannot be accessed by students or staff 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

All students receive lessons in school on safe Internet use (Digital Citizenship). 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).
- Google Be Internet Legends resource for primary schools https://beinternetlegends.withgoogle.com/en_uk/

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 to parents, withdrawal of access privileges and, in some 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 2020 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 2020.

Signed:

_____

Chairperson

Date: 11/02/2016 (original version)

Appendices

AVETNS School ICT Plan & Policy Document

AVETNS Digital Learning Plan

Literacy Tools/ Websites

Numeracy Tools/ Websites

Internet Safety - Useful Web Sites

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

http://www.internetsafety.ie

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

https://beinternetlegends.withgoogle.com/en_uk

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 Smart Phones.