

Scoil Bhríde Policy on Internet Acceptable Use

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

Pupils' use of the Internet

Pupils are responsible for good behaviour on the internet. Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet. Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Children will not use email. The use of the email app is not activated in their school Gmail account.

Staff use of the Internet

- Personal use is permitted but users should be cognisant of the fact that all internet use should reflect well on the reputation and public image of the school.
- Users cannot under any circumstances intentionally use school laptops and information systems for betting, illegal activities, or the access, transfer or storage of pornography, unauthorised copyright materials, malware or any other unethical activity.
- Staff are strictly forbidden to access inappropriate material on any school device at any time.
- Staff are advised to save their resources on to the drive within their school Gmail account eg. joebloggs@scoilbhridefmh.ie
- Staff will be made aware of internet safety issues.

Organisation and Management of Internet Use

Staff will select sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

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 need to be aware that they are responsible for their children's use of the internet at home.

Blended/Remote Teaching and Learning

- During the school year (especially during extended school closures) the school may use a range of online learning websites and learning platforms to support teaching and learning. Teachers may also communicate with pupils via video conferencing (e.g. Zoom). The school Code of Behaviour applies to these learning platforms and to video conferencing calls.

Online Platforms

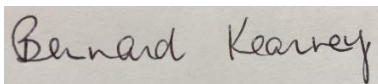
- The school may use a range of online learning websites and learning platforms to support teaching and learning.
- Parental consent will be obtained prior to setting up the online platforms through letter/email. By giving consent, the parents are allowing the school to set up an account for the parent and child. This will allow teachers to communicate with the parents and students via the app/website.
- The online platform will use information as per their Privacy Policy which can be found on the relevant online platform website.
- Student portfolios can only be viewed by the student, parent and teacher. All posts will be approved by the teacher. Posts may be submitted through text, photo or video form.
- Class story posts will be seen by all parents connected with the platform.
- Parents/guardians will be expected to monitor their child's use of the online platforms at home.

Video Conferencing Calls

- All users will receive an invitation to the call. This invitation will be password protected.
- The invitation will not be displayed in a public forum.
- The meeting will be locked when all invited participants have joined.
- Parents are expected to monitor their child's participation in video conferencing calls
- Please see Appendix 1 for video conferencing protocol

Reviewed and Ratified by Board of Management on 15th October 2024.

Signed:

A handwritten signature in dark ink, reading "Bernard Kearney", is written over a light grey rectangular background.

Chairperson, Board of Management

Appendix 1

Video Conferencing Protocol

- Dress appropriately...Wear regular clothes...No pyjamas
- Be aware of your surroundings...Pick a room that is not a bedroom and that does not have traffic passing through
- Be mindful of noise from other people or pets
- Mute your microphone when you're not talking...Only turn it on if you are asked to speak. Muting your microphone when you're not speaking reduces background noise.
- Leave the keyboard alone as the sound of your typing can be distracting
- Be respectful and behave as you would in a classroom.
- Do not use chat when the teacher is talking. Remember that you are in a classroom even if you are not wearing your uniform
- No food allowed
- Stay seated and stay present
- Do not leave the room or talk on your phone
- Be patient...This is new to a lot of people and it may take time to get used to it
- Do not take screen shots or record the call.

Dear parents,

If you are able to participate in our Zoom call please reply to me stating the following. (Once I receive your reply I can send you a login code).

I _____ (parent) am interested in my son/daughter _____ (child's name) participating in a zoom call on _____ (date). I confirm that myself and my child have read the guidelines provided by Mr. O'Donnell and that we are happy to abide by them. I will monitor my child's participation on the call.

Parent's Name _____

Child's Name _____

Date: _____