

ACCEPTABLE USE POLICY (INTERNET)

INTRODUCTORY STATEMENT

Scoil Eoin wishes to give its students limited access to the Internet, which has potential benefits as a learning tool.

AIM

The aim of this policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore if this policy is not adhered to this privilege will be withdrawn and the appropriate sanctions will be imposed.

PROCEDURES

1. Internet sessions will always be supervised by a teacher.
2. Web filtering is provided by the PDST and is used in order to minimise the risk of exposure to inappropriate material.
3. Pupils Internet usage will be monitored.
4. Students and teacher will be made aware of Internet safety guidelines as outlined by The National Centre for Technology and Education.
5. Uploading or downloading of non-approved material will not be permitted.
6. Virus protection software will be used.
7. The use of personal CD-ROM's in school is forbidden.
8. Only teachers have access to the Internet password.
9. 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.
10. Students will use the Internet for educational purposes only.
11. No personal e-mail accounts to be used by the pupils. Each child in the school has been assigned a Microsoft 365 license which includes an Outlook email account. Where necessary, this email account will be used under the supervision of the class teacher.
12. Students will not reveal their own or other people's personal details e.g. telephone numbers.
13. No chat rooms will be accessed.
14. **The school reserves the right to discipline students for actions taken off campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.**

SANCTIONS

Misuse of the Internet will result in disciplinary action as outlined in the school Code of Behaviour.

SUPPORT STRUCTURES

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Parents will be provided with the addresses of the relevant websites.

CONCLUSION

It is envisaged that school and parent representatives will revise the AUP regularly..
This policy was ratified by the Board of Management on 12/06/2014

FACEBOOK POLICY

Rationale

Having a social media online presence is vital for connecting with parents and the local community. It is also important in attracting potential enrolment to the school. A facebook presence allows families and friends a window to share and celebrate the exciting learning and teaching opportunities in our school.

Aims:

- To enhance our communication network
- To increase awareness about the school
- To use Facebook as a means of marketing the school to a wider audience
- To publicise school events
- To announce new information as it appears on school website
- To highlight school achievements in a forum where they can be shared by the school community.

Settings - Security measures:

- Country Restrictions : Visible to users in Ireland only
- Tagging ability: People and other Pages cannot tag or post photos on our page
- Others tagging this page: People and other Pages cannot tag our page
- Page Moderation: system is set up to block posts containing certain words
- Profanity filter: Set to strong
- Facebook lists a minimum age requirement of 13 years.
- Therefore current pupils cannot be accepted as users.
- Our Facebook page is managed solely by Mrs O'Donoghue and monitored by the principal.
- Pupils' surnames will not be used in any post.
- All photos and articles are monitored and approved by Mrs. O' Donoghue and Mr. O' Toole in line with child protection guidelines.

Terms and Conditions of use:

- People and Pages cannot advertise products or services on our School Facebook Page
- People should not post anything that could be deemed as offensive
- In appropriate or harmful comments/content will be removed immediately.
- People will not mention individual staff members in a negative light on school Facebook page
- People should not add comments that can identify children

The operation of our Facebook page is based on trust and mutual respect between home and school.

Breaking any of the terms of use will result in an automatic ban.

Scoil Eoin Primary School I-Pad Acceptable Use Policy for Pupils

The purpose of this policy is to ensure that pupils are aware of their responsibilities and behaviours when using the iPads in school. Before pupils use an iPad for school purposes they must be appraised of acceptable and responsible use and have signed the iPad Acceptable Use Agreement for Pupils (attached). Parents are also required to read and discuss the contents of the agreement with their child before signing the agreement.

Pupil learning

The staff and B.O.M of Scoil Eoin Primary School believe that the introduction of iPads into the school will enrich pupil learning and broaden their technological experience.

Classroom management

Teachers in school will use the Apple Classroom app to supervise pupil use of the iPads. The Classroom app allows teachers to view a pupil's home screen from their own hand held device as well as provide them with the option to lock a pupil's access to an iPad remotely.

Classroom app will be used by teachers when supervising a group of pupils working with iPads so that they can monitor their activities on the device.

Teachers have ability to drive and lock pupils to an app, using the Classroom app. The Classroom app will be used to keep pupils on task and monitor their progress remotely. The Classroom app will be used by teachers to navigate pupils to a chosen online resource and use session time effectively. The Classroom app will be used to share pupil work by casting their home screens to the teaching screen.

Classroom app will be used to assign devices to pupils and to log them out remotely at the end of a session.

Care of iPads and headphones

Teachers will provide their pupils with clear expectations when handling the iPads, including constructing the case to support work/viewing modes and how to correctly use and store the iPad headphones.

Teachers will clearly identify iPad monitors in their class who are responsible for distributing and collecting both headphones and iPads.

General precautions

- Pupils and staff will never subject the iPad to extreme heat or cold
- Pupils and staff will never put excessive pressure on the iPad screen
- Pupils and staff will not put heavy folders or books on top the iPad screen
- Pupils and staff will not modify or decorate the iPad in any way

Damage

Sometimes there may be a problem with an iPad that requires the attention. There is a difference between an accident and carelessness.

Pupils must respect the iPad or they may lose the privilege of using it.

Guidelines for acceptable use by a pupil

Pupils are expected to use the iPad and internet access offered by the school in a responsible manner, and should follow the guidelines below:

- Always follow a teacher's instructions
- Only access information which the teacher has agreed upon
- Applications may not be downloaded by a pupil
- Backgrounds and screen savers on school iPads may not be altered by a pupil (*pupils who have their own iPads assigned for specific educational purposes for home/school use may alter screen savers and decorate their covers with appropriate material with the permission of their teacher*)
- Pupils are prohibited from accessing Settings on their pupil iPad to make unauthorised changes.

- Electronic messages may not be sent during lessons unless specifically requested by their teacher.
- All photos, videos and recordings taken at school must be saved onto Scoil Eoin's Google Drive domain and not locally on the iPad.
- Permission must be obtained from the teacher before using the camera and audio recording functions
- Permission must be sought before taking a photograph of someone
- Polite and courteous language must be used when communicating electronically
- The work of others must be acknowledged using copyright laws
- The privacy of staff and peers must be respected
- The teacher must be informed immediately if inappropriate material has been accidentally accessed
- The iPads, their cases and the headphones must be handled carefully and respectfully

Unacceptable Use

- Using the iPad, iPad camera or recording functions without permission or supervision by a teacher.
- Using the internet to access offensive or inappropriate information
- Downloading anything without a teacher's permission
- Bullying, frightening, annoying or upsetting a person using the iPad is strictly prohibited

An iPad Acceptable User Agreement is to be signed by pupils and parents agreeing to the terms of use before pupils can work with an iPad in school (*or bring it home for children who have been assigned iPads for educational needs purposes*). (copy of current agreement attached)

CONSEQUENCES

Using iPads at Scoil Eoin is a privilege. If a child breaches any of the school's code of conduct and acceptable use policies, appropriate disciplinary action will be applied which may include losing the privilege of using an iPad in school.

If there is a serious breach of the school rules, then further sanctions will be applied in accordance with the school's Code of Behaviour.

And finally, if applicable, mandatory reporting to law enforcement agencies may be involved.

Scoil Eoin Balloonagh iPad Acceptable Use Agreement for pupils

- I will treat the iPads in school with respect and care.
- I will not leave an iPad unattended.
- I will keep food and drinks away from the iPad to prevent damage.
- I will not remove the iPad protective case or change the appearance of the iPad.
- I will only use iPads in ways that are appropriate.
- I will never try to download Apps to an iPad.
- I will never try to change the background or screen saver on an iPad.
- I know that I do not have permission to access Settings on an iPad.
- I will never try to download music or films to a school iPad using a personal account.
- I will only use the camera or microphone on my iPad when instructed by my teacher.
- I will not use the iPad to send electronic messages unless specifically asked by a teacher.
- I will only photograph people with their permission.(and only as part of a school assigned task/project)
- I will never use the internet to share images, sound recordings or films stored on the iPad, unless I am specifically asked to by a teacher.
- I will not hide an iPad so others cannot use it.
- I will use the Google Drive on the iPad to store my work on my student platform on the school domain.
- I will not attempt to use someone else's pass code to access an iPad.
- I will respect the work of others and their copyrights.
- I will not connect an iPad to another device or accessory unless specifically asked to by a teacher.
- I will not access, upload or download inappropriate material using the iPad.
- I will not use the iPad to play games or access social media website unless I have permission from a teacher.
- I will not use the iPad to bully, threaten or upset others.

Signed by: _____ (Parent/Guardian)

_____ (Child)

_____ (Date).

_____ (Child's name) _____ (Class)

Microsoft 365 for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Microsoft for these accounts and how Microsoft collects, uses, and discloses personal information from students in connection with these accounts.

Using their Microsoft 365 for Education accounts, students may access and use the following “Core Services” offered by Microsoft:

- Outlook
- Word
- OneDrive
- Excel
- Powerpoint
- OneNote
- SharePoint
- Teams
- Sway
- Forms
- Yammer
- PowerAutomate

Microsoft provides information about the information it collects, as well as how it uses and discloses the information it collects from Microsoft 365 for Education accounts in its Privacy Statement. You can read that notice online at:

<https://privacy.microsoft.com/en-US/privacystatement#mainenterprisedeveloperproductsmodule>

You should review this information in its entirety, but below are answers to some common questions:

WHAT PERSONAL INFORMATION DOES MICROSOFT COLLECT?

When creating a student account, Scoil Eoin may provide Microsoft with certain personal information about the student, including, for example, a first name, email address, and password.

When a student uses Microsoft services, Microsoft also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Microsoft services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

HOW DOES MICROSOFT USE THIS INFORMATION?

Microsoft uses the data they collect to provide each end user with rich, interactive experiences. In particular, they use data to:

- Provide their products, which includes updating, securing, and troubleshooting, as well as providing support. It also includes sharing data, when it is required to provide the service or carry out the transactions the user requests.
- Improve and develop their products.
- Personalize their products and make recommendations.
- For advertising and marketing purposes. (This does not apply to Microsoft 365 for Education).

They also use the data to operate their business, which includes analyzing performance, meeting legal obligations, developing their workforce, and doing research.

In carrying out these purposes, they combine data they collect from different contexts (for example, from the use of two separate Microsoft products) or obtain from third parties to give each end user a more seamless, consistent, and personalized experience, to make informed business decisions, and for other legitimate purposes.

HOW IS MICROSOFT 365 FOR EDUCATION DIFFERENT FROM OTHER MICROSOFT PRODUCTS?

For Microsoft products provided for educational purposes, including Microsoft 365 Education, Microsoft will:

- not collect or use student personal data beyond that needed for authorized educational or school purposes;
- not sell or rent student personal data;
- not use or share student personal data for advertising or similar commercial purposes, such as behavioral targeting of advertisements to students;
- not build a personal profile of a student, other than for supporting authorized educational or school purposes or as authorized by the parent, guardian, or student of appropriate age; and
- require that our vendors with whom student personal data is shared to deliver the educational service, if any, are obligated to implement these same commitments for student personal data.

CAN MY CHILD SHARE INFORMATION WITH OTHERS USING THE MICROSOFT 365 FOR EDUCATION ACCOUNT?

Some teachers may use the Microsoft Teams application for setting homework assignments and other project work. This allows the child to share information and submit work directly with their classroom teacher. They may also communicate with others in their class group only using this interactive tool. It is the teachers responsibility to monitor the students usage to ensure it is being used solely for the purpose in engaging with class/homework.

WILL MICROSOFT DISCLOSE MY CHILD'S PERSONAL INFORMATION?

Microsoft will not share personal information with companies, organizations and individuals outside of Microsoft unless one of the following circumstances applies:

- **With parental or guardian consent.** Microsoft will share personal information with companies, organizations or individuals outside of Microsoft when it has parents' consent (for users below the age of consent), which may be obtained through Microsoft 365 for Education schools.

- **With Scoil Eoin** Microsoft 365 for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Microsoft may provide personal information to affiliates or other trusted businesses or persons to process it for Microsoft, based on Microsoft's instructions and in compliance with the Microsoft 365 for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Microsoft will share personal information with companies, organizations or individuals outside of Microsoft if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Microsoft, Microsoft users or the public as required or permitted by law.

Microsoft also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

WHAT CHOICES DO I HAVE AS A PARENT OR GUARDIAN?

First, you can consent to the collection and use of your child's information by Microsoft. If you don't provide your consent, we will not create a Microsoft 365 for Education account for your child, and Microsoft will not collect or use your child's information as described in this notice.

If you consent to your child's use of Microsoft 365 for Education, you can access or request deletion of your child's Microsoft 365 for Education account by contacting the School Principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.microsoft.com/?ref=MeControl> while signed into the Microsoft for Education account to view and manage the personal information and settings of the account.

WHAT IF I HAVE MORE QUESTIONS OR WOULD LIKE TO READ FURTHER?

If you have questions about our use of Microsoft 365 for Education accounts or the choices available to you, please review the relevant policy documentation provided at the Microsoft 365 Documentation Centre at the following link:

<https://learn.microsoft.com/en-us/microsoft-365/?view=o365-worldwide>

You can also search for relevant information or chat with a Microsoft agent by using the Microsoft 365 Q & A section of the website:

<https://learn.microsoft.com/en-us/answers/support/>

This webpage provided by PTSD is an excellent, clear and concise overview of what Microsoft 365 for education is and the apps it incorporates:

<https://www.pdst.ie/DistanceLearning/Platforms/Microsoft>

Policy Guidelines to support use of live video with students in Scoil Eoin

In response to COVID-19 school closures and potential impact on teaching and learning during the pandemic and to ensure that teachers can engage with students in a safe and secure environment, the following document has been compiled to provide guidance and support on the use of video when teaching and learning from home.

We believe there are academic, social and wellbeing benefits for students in using video conferencing software to communicate and collaborate online with their class and teachers when they are learning. The staff are currently upskilling and exploring the best use of videoconferencing should it be required next school year.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Microsoft Teams 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.
- If teachers are using Microsoft Teams, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons.
- 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.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Guidelines to using Live Video with Students

- Only whole class or group sessions are allowed. Teachers will not conduct 1:1 video, audio or chat sessions with a student.
- When the live online session is finished, the teacher will wait for all students to exit the meeting before leaving. (This ensures that students do not continue chatting without the teacher present).
- Live recordings of the children will not be permitted
- Most sessions should be no more than 20-30 minutes each.

The use of teleconferencing requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning. Students and Staff should never;

- Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.
- Do anything illegal, facilitate any illegal activity, or promote violence.
- Do anything that threatens, exploits or otherwise harms children or fellow students.
- Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.
- Engage in any activity that is fraudulent, false, or misleading.
- Engage in any activity that is defamatory, harassing, threatening or abusive.
- Store or transmit any data or material that is fraudulent, unlawful, harassing, libelous, threatening, obscene, indecent or otherwise inappropriate.
- Send unauthorized messages or irrelevant material.
- Misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person.
- Harvest, collect, or gather user data without consent.

- Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
- Violate the privacy of others or distribute confidential or personal information of others

Setting up the technology and environment

- Provide clear instructions to students on how they can access the video lesson and if there are passwords needed to access the online classroom.
- Pre-set your video lesson to mute participants' microphone automatically upon entry. You can choose to switch them on selectively to allow student participation.
- It's important to start with the teachers camera turned on. This reinforces to students this is a live session, and establishes a more personal connection with students. However, after a short while, the camera can be turned off to preserve bandwidth and focus students on learning.
- Where possible students and teachers should be in a quiet space with a simple background behind them. The background where possible should not include thoroughfares or active spaces that might accidentally lead to inappropriate vision or distractions.

Preparing for a video conference class

- Prepare an agenda or plan for each class that you can share at the beginning. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.

Running a video conference classroom

- The video conference room is a classroom and the same school behaviour and discipline policies apply to this environment.
- Do not allow any unauthorised access to the video conference room.
- All invited guest adult speakers must be Garda Vetted by Scoil Eoin in advance.
- Remove any uninvited participants if needed, if you are the host.
- Add a password to the room to ensure extra security when using Microsoft Teams.
- A teacher should enter the room before the start time. Students should not be in the online room without a teacher who is the host or co-host for the lesson.
- Turn off student cameras unless they need to demonstrate their learning to the class. In most programs individual camera access can be enabled and disabled as required by the host.
- Limit students' ability to chat amongst one another during a lesson unless it is required for group work. An in-meeting chat can be disabled by most software for the entire lesson.

Guidelines to Support Schools using Live Video with Students

- Discuss online behaviour and expectations of the students in your first virtual class.
- Give clear and explicit instruction for the technology so they feel supported and regularly clarify their understanding.
- Embrace the pause. Take a moment after the end of your comments and allow for students to ask questions and engage before continuing on.
- Take time to promote questions, comments, and interactions from your class. Allow time for your students to raise their hand, write their questions in chat, or be unmuted to ask their questions live.
- When a student turns on video acknowledge them and any features of their background that may be visible. This allows the teacher to raise awareness that the environment of the student is visible to all the class.
- Speak slowly and clearly.
- You have to bring the energy into the classroom even when there is a perceived lack of engagement/response from the students.
- As the students become more confident in the online space, perhaps allow them to lead discussions or conversations. As in a physical classroom, the teacher doesn't need to run all the activities but do ensure that they the expectations are clear and all students know what their role is.
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.
- Try to make the lessons interactive and engaging by varying the way you deliver the lessons. Use the live lesson as an opportunity to collaborate, discuss and brainstorm ideas.

- Try to inject some wonder and fun into your online lesson. This is a time for the students and teacher to meet up and establish a social connection. Try a wonder of the week, fun facts or topic related puns.
- As you get more confident with using the tools experiment with some more advanced features such as white boarding tools, annotation tools, polls, screen sharing and breakout sessions to add variety to the lessons.
- Restrict the length of a video lesson to 20-30 mins to maintain student focus.

For Pupils

- Find a comfortable, quiet space at home where you can work effectively (i.e study desk or table in family room)
- If invited to join a video-conferencing call, pupils must be suitably dressed (not in pyjamas)
- Complete learning tasks with integrity, always doing their best
- Any child who cannot take part in a live video conference can tune into recorded sessions. However any conference where pupils are visible and/or audible will not be recorded.
- Students cannot record or snapshot any element/s of an online or recorded lesson and/or post to Facebook or other online platform

This policy was ratified by the Board of Management at their meeting of May 20th 2020 and will be regularly updated in response to any clarifications and issues as and when they may arise.

Kieran O Toole (Principal)