



Gaelscoil Choráin

Eochail

Polasaí Úsáide Inghlactha/Acceptable Use Policy

Stráitéis Scoile/School Strategy

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:

Ginearálta/General

- Internet sessions will always be supervised by a teacher.
- Filtering systems are in use in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal flash drives or CD-ROMs in school requires the teacher's permission.
- 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.

An Ghréasán Domhanda/World Wide Web

- Access to Internet sites that contain obscene, illegal, hateful or otherwise objectionable material is strictly forbidden
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students will not be permitted to save any files or work on the computers' hard drives. This may be done on the teacher's or the classroom's external flash drives. This is to protect pupils from accessing each other's information or schoolwork.



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Ríomhphost/Email

- Students will only use approved email accounts under careful supervision by a teacher and those pupils who have permission shall have their own username and password so that their personal information is secure.
- 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.

Cláracha Idirghníomhacha/Interactive Whiteboards

- Teachers will use the internet on occasion in the classroom as an educational tool.
- The content and sites will be monitored by the class teachers as suitable for the particular class and their educational development.

Caint Idirlín & Meán Sóisialta/Internet Chat & Social Media

- Children will not have access to Internet chat room or Social Media sites.

Pionóis/Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, and withdrawal of access privileges.

Suíomh Gréasáin na Scoile/School Website

- Some pupils may be given the opportunity to publish projects, artwork or school work on the School Website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright symbol prohibiting the copying of such work without express written permission.
- Digital photographs will focus on groups and educational activities rather than on the individual pupil.



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- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright of any work published.
- If you do not wish to your child to have their work or photograph published please inform the school immediately in writing.

Gléasanna Pearsanta/Personal Devices

Personal devices such as mobile phones are not permitted in school. In exceptional circumstances an explanatory note must be provided by parents or guardians to the class teacher. In such cases phones must be turned off and handed up to the class teacher prior to the commencement of class. Phones will be returned at the end of the school day and must not be turned on while on the school premises.

Cianfhoghlaim/Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers will use the school approved **Aladdin Connect app** to assist with remote teaching. Parents/guardians will be provided with a unique access code and will be expected to monitor the child's access to and use of this platform.
- The use of **Zoom** as a platform has been permitted for use in our school, as a means to cater primarily for the wellbeing of students. The use of this platform is at the discretion of the class teacher. Parents/guardians will be provided with a unique I.D. and password and will be expected to monitor the child's access to and use of this platform. **In the case of Zoom, parents/guardians having read Appendix 2 attached to this policy must offer their consent to allow their children access to online assemblies, class meets with their teacher etc.**
- Parents/guardians will be expected to monitor any uploaded content.
- Parents/Guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.



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- Parents/Guardians must agree to ensure their child's behaviour adheres to Gaelscoil Choráin's Anti-Bullying Policy, Code of Behaviour, Acceptable Use of Technology Policy and other relevant policies.
- Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video - live or pre-recorded - unless specifically permitted by the school.
- Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.
- Parents/Guardians, children and staff must ensure that they never share any media of children or school staff either online or in any public/personal digital communication with others (it must be borne in mind that this could end up online or shared widely). Exceptions to this could only be allowed with the express permission of all concerned parties).
- Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.
- Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.
- Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the Acceptable Technology Use Policy or with school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the school will request they are deleted



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Please review this Internet Acceptable Use Policy, complete the following section and return to the school promptly.

Please also discuss the attached student contract with your child to ensure full understanding of their responsibilities.



Foirm Chead Tuismitheora/Parental Consent Form

I have read and understood the school's internet AUP policy.

I grant permission forto have access to the internet during supervised classroom sessions and that their work or photograph may on occasion be displayed on the school website.

Síniú Tuiste/Parental Signature

Dáta/Date

Conradh/Student Contract

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

I also agree to use the schools I.T. equipment responsibly and according to the teacher's instructions, not to change the computer settings, file or folder names or picture backgrounds.

Síniú an Dalta/Pupil's Signature

Dáta/Date



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Athbheithniú ar an bPolasaí Úsáidte Inghlactha/ Reviewing the Acceptable Use Policy

The school reserves the right to make any changes or amendments to the Acceptable Use Policy as it considers necessary and appropriate at its sole discretion.

Daingnithe thar cheann an Bord Bainistíochta/ Ratified on behalf of the Board of Management.

Síniú:

Dáta:

Antóin Ó Laoire
Cathaoirleach An Bhoird Bhainistíochta

02.02.2021



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AGUISÍN 1 / APPENDIX 1

Foirm Chead Idirlín / Internet Permission Form

As part of the school's education programme we offer middle and senior classes supervised access to the Internet. This allows student's access to a large array of online **educational resources** that we believe can greatly enhance students' learning experience.

All Internet sites deemed unsuitable are blocked to safeguard all concerned. As a result it will be **virtually impossible for any pupil or adult to surf unsuitable sites accidentally or otherwise.**

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed).

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your home, and see if there is any way you could make it safer for your own family

In the main only middle and senior pupils will have any limited, supervised access to the Internet.

We have a school website on which we display school activities and school work. Hence the need for each parent/guardian to read and review the enclosed A.U.P. (Acceptable Use Policy)

Is sinne le meas.

Caitríona Ní Riada

(Príomh-Oide)

Caoimhín Ó Drisceoil

(Comhordaitheoir TFC)



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AGUISÍN 2/APPENDIX 2

Treoirínte Maidir le Cruinnithe Idirghníomhacha ar Zoom Guidelines on Interactive Meetings using Zoom

Réamhrá/Introduction

This document was drawn up as a guide for staff, pupils and parents as we consider the necessity where possible of hosting online virtual meetings with the children in our school. Such meetings will be held at the discretion of the class teacher as the Board of Management acknowledges that the work setting and broadband connection for staff members varies. The need for such a document followed the second forced school closures due to the Coronavirus pandemic. While this document is not a policy in of itself, it is an addendum to the school's Acceptable Use Policy and is informed by the school's Code of Behaviour, Data Protection and Child Protection policies.

The protection of all children and staff members in our school, their personal private data, their physical and emotional wellbeing is of paramount importance and will serve as the basis for all such virtual meetings. The use of Zoom as a platform has been considered and has been permitted for use in our school, as a means to communicate with our school children during the school closure following the Coronavirus pandemic. Such meetings are permitted in these circumstances as a means to cater primarily for the wellbeing of students. There will be no obligation on children to attend these organised zoom wellbeing meets.

Treoirínte/Guidelines

Due consideration should be given by all, staff, children and parents prior to engaging in a virtual meeting within a school context. This list is just a sample of what should be considered. For the purpose of this document and it has been agreed and decided by school authorities that Zoom will be the chosen platform used in our school.

- Zoom meetings will be pre organised by the school with a given date and time.



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- Children/ Parents can contribute questions or news in advance of the meeting.
- The class teacher will be the 'host' of such a meeting.
- All meetings will be co-hosted with another member of the teaching or ancillary staff for Child Protection reasons.
- A link to your child's individual class meeting will be shared by his/her class teacher an hour in advance on the Aladdin noticeboard.
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.
- As children under 16 are not of the digital age of consent, parents must login in from their own Zoom account.
- Meetings will be available to join from 5 minutes before to 5 minutes after the scheduled time, and will then be locked once the meeting commences.
- Children's actual names must be displayed on their screen.
- Children must have their camera turned on and must be visible in person on the screen.
- Individual chat amongst individuals will be disabled by the teacher.
- Children are not to bring mobile phones to the meeting. The cooperation of parents is expected in this regard.
- One on One meetings are not permitted in our school.
- Small group meetings will be permitted.
- By joining in with Zoom meetings, parents are consenting to their child's involvement in said meeting.
- The rules of the meetings must be set out at the start of each meeting.
- Zoom meetings in our school during the closure will purely be for the purposes of 'checking in' on student progress and for children's overall wellbeing.
- Photographs, screenshots or recordings of meetings by pupils will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.
- Parents will be required to be in earshot of the meeting at all times, but will not engage in the meeting for child protection reasons, unless invited by staff member.



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- All members of the meeting should be appropriately dressed for the meeting. Meetings should be conducted in appropriate settings in individual houses.
- An appropriate background for the meeting should be chosen.
- The meetings should last an appropriate amount of time - 15/20 minutes and this will be communicated to parents prior to the meeting.
- Teachers should keep a record of those children who were in attendance at the meeting.
- General notes of the meeting should be kept.
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting.
- A waiting room will be set up and children are to wait in the virtual room until admitted by the class teacher.
- Teachers should 'lock' the meeting once all members have joined the meeting. Teachers should inform the school's DLP if they notice or have any concerns of child protection issues or should a disclosure be made to them.
- The teacher may end the meeting at any time should he/she deem any content inappropriate.
- The teacher or co-host may end the meeting at any time if there are technical difficulties of any nature.
- Breaches of the Code of Behaviour or inappropriate behaviour will be reported to the Principal and will be dealt with thereafter.
- In such instances, children may be excluded from further meetings of this nature and parents may be contacted and informed.

This list is not an exhaustive list but is a mere guide for consideration. This document has been drawn up in consultation with staff and parents and has been approved and ratified by the Board of Management.

Síniú:

Dáta:

Antóin Ó Laoire
Cathaoirleach An Bhoird Bhainistíochta

02.02.2021