



Redeemer Boys' N.S. Acceptable Use Policy for ICT

Educationalists believe in the benefits of curriculum-based internet use. The purpose of this Acceptable Use Policy for ICT is to ensure that pupils will benefit from learning opportunities offered by the school's ICT/internet resources and be protected from harmful and illegal use of ICT and the Internet.

Redeemer Boys' N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with ICT and the Internet. The following policy was adopted by the BOM on 26/01/2023.

These strategies are as follows:

1. Acceptable Use Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses ICT equipment, the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils' internet usage.
6. Pupils will receive training in the area of internet safety.
7. Pupils will be taught to evaluate the content of internet sites.
8. Teachers will be made aware of internet safety issues.
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.

11. The use of USB keys, external storage devices or CD-ROMS in school requires a teacher's permission.
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils will be given an opportunity to publish projects, artwork or school work on the school website

4. Teachers will select work to be published and decide on the appropriateness of such
5. Permission to publish a pupil's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
6. Pupils will continue to own the copyright on any work published.

Education

Redeemer Boys' N.S. will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Redeemer Boys' N.S. uses content filtering software. The access to websites from all school computers is monitored and regularly reviewed by the PDST Technology in Education. Websites are only allowed through following a verification of their suitability. This is part of the service provided by the Schools Broadband Programme.

Firewalls

Windows has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Redeemer Boys' N.S. has installed firewall software.

List of Appendices

Appendix 1: Remote Teaching and Learning Plan

Appendix 2: Letter to Parents re AUP

Appendix 3: Responsible Internet Use Pupil Undertaking Form

Appendix 4: Internet Permission Form

Appendix 5: School Website Form

Timetable for Review:

This policy will be reviewed in the 2024/25 school year but may be reviewed earlier in light of any relevant legal changes.

Ratification & Communication:

This policy was ratified on 26th January 2023

Signed: F. Mullen [Chairperson, Board of Management]

Signed: M. Murray [School Principal]

APPENDIX 1

Remote Teaching and Learning Plan for Redeemer Boys' N.S.

Introduction

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how the school will maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils through various means. Additionally, teachers will assign homework via the Seesaw App for the duration of the pandemic.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Mobile Phone or Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- a) The Education Act (1998)
- b) Education (Welfare) Act (2000)
- c) Equal Status Act (2000)
- d) Education for Persons with Special Educational Needs Act (2004)
- e) Disability Act (2005)
- f) Children First Act (2017)
- g) GDPR
- h) Data Protection Act (2018)
- i) Department of Education: Child Protection Procedures for Primary schools
- j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- l) DES Guidance on Continuity of Schooling: *Supporting Primary Pupils at very High Risk to Covid 19* (August 2020).
- m) Guidance on Remote Learning in a COVID-19 Context: September – December 2020

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies apply.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Redeemer Boys' N.S. uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and pupils.

Guidelines for good online communication in Redeemer Boys' N.S.



1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. Staff members will communicate with pupils and their families via the Seesaw Class App and email (teacher's school email account).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.

6. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Google Meet).
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Links to live sessions provided by the school must not be shared with anyone else.
11. Redeemer Boys' N.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised.
12. Communication via mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Redeemer Boys' N.S. will use three online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw) and live sessions (Google Meet) at the discretion of class teachers and SETs. Parents and teachers may also communicate via email outside of the Seesaw App, contact details for individual teachers have been distributed to parents.

Media which the school will use

Text Messaging/Email

The principal and school secretary will communicate regularly with parents via text message. All families are asked to check their phones regularly for updates and important information.

Each teacher has a school e-mail address through which he/she may communicate with parents/guardians and vice-versa. Parental queries will be addressed during school hours only (9:00am -2:40pm) and should relate strictly to your child's teaching and learning.

Seesaw

Teachers will regularly post work for pupils on the Seesaw Class App. The app will allow pupils to connect to their own individual folder and they then have the option of uploading items to their folder for their teacher to see. This app is used from Junior Infants – Sixth Class and requires a QR which has been sent home (laminated copy). Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in is not facilitated on Seesaw. Some lessons will be pre -recorded and uploaded via Seesaw. Teachers will ensure, as far practicable, that teacher-pupil engagement will involve both direct teaching and the assignment of independent learning tasks for completion and correction. *N.B. Teachers should make sure that they turn 'Students can see each other's work' OFF.*

Google Meet

Google Meet is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers may decide to connect with pupils using pre-arranged Google Meet sessions.

Guidelines for staff members using online communication methods

1. Under no circumstances can pictures or recordings be taken of video calls.

2. Staff members will communicate with pupils and families during the hours of 9.00am – 2.40pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members may consider it appropriate to disable the chat function during a video call.
7. Staff members will report any concerns regarding online behaviour or interactions to school management.
8. Staff are encouraged to generate a new video meeting link for each Google Meet session being held.
9. Staff members will notify parents/guardians of the date, time and link for a video call via email.
10. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Google Meet:

1. Remember to ensure you join each Google Meet using your family name.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online.
4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. Enjoy! Don't forget to wave hello to everyone when you join!



Guidelines for parents and guardians

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Google Meet

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to engage in online learning activities while maintaining a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when a link for a Google Meet has been followed. Please note that school staff will only accept users into video call if you can be identified by the display name on your account. (i.e. Family Name)
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Google Meet session approximately five minutes before the scheduled start time. This will give school staff time to verify your email address and/or family name.
7. Under no circumstances should a link to a live session which has been provided by a member of school staff be shared externally with another person or organisation.
8. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
9. Participants in the call should be dressed appropriately.
10. An appropriate background/room should be chosen for the video call.
11. For detailed information on GDPR and Google Meet, please visit <https://edu.google.com/why-google/privacy-security/>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident from the teacher (by phone-call or email).

Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each day
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour
 - b. Anti- Bullying Policy
 - c. Acceptable Use Policy
5. Teaching and Learning best practice will continue to apply, with students expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation.

- a. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
- b. In so far as possible, provision for student at very high-risk to Covid 19 will be made when using Remote Learning methodologies.

Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.
3. The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

Remote Teaching and Learning Protocols for Teachers/SNAs

1. Check uploaded work each day
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Child Protection Policy
 - b. Data Protection Policy
5. Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible.

Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios

Provision for children who are at very high risk to Covid 19:

The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at **very high risk** to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for all other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. **Children who are awaiting Covid 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days.**
These pupils will be supported to catch up on their learning on their return to school.
2. **Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period).**
A teacher will link in with the pupil via Seesaw (not video conferencing).
3. **School POD (group of six) instructed by HSE Public Health to self-isolate.**
A teacher will link in with the pupils via Seesaw (not video conferencing)

4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period).

Teacher will engage with the bubble daily on Seesaw and via Google Meet at the discretion of individual teachers. Teacher-pupil engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the pupils. Direct instruction can take a variety of forms including pre-recorded video (e.g. Screencastify or narrated powerpoints), audio, presentation software and written instructions.

5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health)

Teachers will engage with pupils, using a blend of guided and independent learning tasks and experiences (as outlined above).

Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

Summary:

1. Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw or Google Meet during these times
3. Please keep abreast of postings on the school website and via text message– these forums will be our main modes of communication going forward.
4. We ask parents/guardians, pupils and teachers to ensure protocols are adhered to at all times.
5. If you have yet to download and login to the Seesaw Class App, please do so. If you are experiencing difficulties, please email the school and we will assist you in any way that we can. Additionally, please contact the school with any further queries you may have.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

This plan was ratified by the BOM of Redeemer Boys' N.S. at its meeting on:

30th September 2020 and is subject to change in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: *F.Mullen*

(Chairperson, BOM)

M.Murray

(Principal/Secretary to BoM)

Recommended Apps

In addition to a pared back plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them. If not, do not worry, they are helpful but not essential.

- Cúla 4: Excellent for younger pupils for Irish vocab – very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish.
- Doulingo: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics App: to keep up phonics learning for infant classes.
- Dolch words Apps (there is a wide range available): for the development of sight words.
- Nessy Apps: for reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.

APPENDIX 2

Dear Parent/Guardian,



As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason, we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy, which can be assessed on the school website **(Parent Area-Policies)** and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

M.Murray

Michelle Murray - Principal

APPENDIX 3

Responsible Internet Use

Pupil Undertaking



We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil

Signed: _____ Parent/Guardian

Date: _____

APPENDIX 4

Internet Permission Form



Name of Pupil: _____

Class: _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for _____ (name of pupil) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

APPENDIX 5



School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____