



# *Scoil Náisiúnta Ghlinse*



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*Glinsk N.S.*

## **Internet Safety: Acceptable Use Policy (AUP)**

### **PURPOSE**

As the rationale for having an A.U.P. is primarily to promote good practice and safe, responsible use of the Internet, it is a very important document. Its main goals are:

- To educate students, parents and teachers about the potential of the Internet as a valuable learning resource
- To define the parameters of behaviour and specify the consequences of violating those parameters
- To identify the school strategy on promoting the safe use of the Internet and address the risks associated with its use
- To provide schools with legal protection from liability

### **SCOPE**

This A.U.P. shall apply to Glinsk National School. The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school A.U.P. is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the A.U.P. – will be imposed.

### **RESPONSIBILITIES**

The A.U.P. will be developed by the B.O.M. in consultation with teachers, parents and other stakeholders. Regular updates to this policy shall be the responsibility of the Board of Management.

## **SCHOOL'S STRATEGY**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as per the following sections:

**GENERAL – The following will apply to the use of computers, devices & internet at school. Parents will be responsible for monitoring and supervising computer usage at home.**

1. Internet sessions will always be supervised by a teacher or other adult.
2. Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor students' internet usage.
4. Students and teachers will be provided with training in the area of internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of memory sticks or other digital storage media in school requires a teacher's permission.
8. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
9. Glinsk N.S. will participate in Safer Internet Day annually to raise awareness about staying safe online, using the internet responsibly and protecting their online identity.

## **SCHOOL WEBSITE**

The website's primary aim is to improve the communication flow between teachers, parents, students, Board of Management, Parents' Association and other interested bodies as appropriate.

Website Content Policy: The website will include current information on items such as the following:

- School information
- Board of Management Information
- Parents' Association information / fundraisers
- School policies
- School assignments posted for distance learning in the event that Glinsk N.S. is closed for an unexpected length of time or in a public health emergency
- Extra-curricular information
- Academic, musical, theatrical, etc.

- Academic calendar
- Sporting calendar
- Student Achievements
- Picture gallery
- Holy Communion / Confirmation

### **WEBSITE MAINTENANCE:**

Responsibility for the website maintenance shall reside with a Board of Management nominated representative(s). It is currently envisioned that the website shall be reviewed/updated monthly at a minimum.

#### *Website Security*

- The website shall be hosted by a reputable internet service provider with full password protection. This will ensure that only the BOM nominated representative(s) will be able to put information on the website.
- The BOM nominated representative(s) shall only be authorised to upload information that is compliant with this AUP and has been approved by the school principal.

### **School Website - Approved Content Guidelines:**

1. The publication of student work will be co-ordinated by a teacher.
2. Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
3. Parents will be given the opportunity to withhold permission to have photographs of their child/children uploaded on to the website.
4. Parents who are enrolling pupils from 2010 onwards will be given the opportunity to allow permission to use photographs on the Website on the Enrolment form.
5. Digital photographs, audio or video clips are permitted provided that they focus on group activities.
6. Digital photographs of children should focus on the activity they are engaged in.
7. Content focusing on individual students will not be published on the school website without the parental permission.
8. Personal student information including home address and contact details will be omitted from school web pages.
9. Class details (i.e. lists, numbers, etc.) will not be published on the website.

10. Pupils in photographs may only be identified by first names only.
11. The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web i.e. hovering on an image will not display the student name in a text box.
12. Students will continue to own the copyright on any work published.

### **World Wide Web**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- 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.

### **E-mail**

1. Students may have school e-mail accounts created by the class teacher through G Suite. These e-mail accounts are only for submitting work through Google Classroom.
2. Parents will be informed by the class teacher if pupil e-mail accounts are set up and parental permission will be sought. E-mails will be monitored by the class teacher.
3. Students are not currently allowed to access personal e-mail through the school equipment.
4. Sending of messages via websites, similar to e-mails is not allowed.

### **Internet Chat**

- Students do not currently have access to internet chat rooms.
- Students are not currently allowed to access internet chat-rooms through the school equipment.

## **Personal Devices**

Personal devices are not allowed in school, unless for authorised reasons as per the mobile phone policy. The unauthorized taking of images still or moving and recording of audio is prohibited on all school devices and is in direct breach of the school's acceptable use policy.

## **Legislation**

The school will provide information on legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with.

Links to the full text of these acts are available in the Resources for Schools section of [www.webwise.ie](http://www.webwise.ie)

## **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.

## **Sanctions**

1. Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.
2. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Skype**

- Pupils may be engaged in the use of the Skype platform to communicate with other classes in our school, or with classes in many different locations around the world to share learning and also to take part in geography and maths games/projects with other classes.
- Guest speakers may also be invited to speak to some classes via Skype to talk about a topic that the class is working on.
- Use of Skype will solely be used for educational purposes and will always be supervised in school.

## Zoom

- Pupils may be engaged in the use of the Zoom platform to engage with teachers and other pupils in their class for well-being conversations and possible distance learning in the event that Glinsk N.S. is closed for an unexpected length of time or in a public health emergency.
- **Zoom meetings will carry an ID and password, as well as using the “waiting room” feature to ensure the security and protection of the pupils and teachers.**
- Teachers will **lock** the meeting at its’ beginning to further ensure security and to prevent access by a third party.
- Zoom Invitations, Meeting IDs and passwords will be shared with parents by school text message or school e-mail and such meeting IDs and passwords must not be shared with a third party. Failure to follow this guideline will result in exclusion from future online Meetings.
- All online meetings should take place in an open area of the home and parental supervision is recommended.

## Social Media

- Our school/classes use Twitter as a medium to communicate our pupils’ activities. From time to time, this may also include “retweets” of interesting facts from carefully selected websites. **Retweets are at no time an endorsement by Glinsk N.S.**
- Tweets will be continuously monitored to ensure that there is no content that could compromise the safety or personal information of pupils or staff.
- No copyrighted material will be uploaded or tweeted through our accounts without crediting the source of such material.
- We may use Twitter to collaborate with other schools in Ireland, or around the world. Such collaboration will be used solely for school related work.
- The main Twitter account for Glinsk NS can be found at this URL: [https://twitter.com/Glinsk\\_NS](https://twitter.com/Glinsk_NS) or directly through the school website on the left hand side of the main home page. Alternatively, it can be accessed on a smartphone, iPad and tablet Twitter app; the account handle is **@Glinsk\_NS**

## **Google Classroom**

- Our school may use Google Classroom for assigning tasks and, if necessary, to communicate and receive classroom tasks using possible distance learning in the event that Glinck N.S. is closed for an unexpected length of time or in a public health emergency. It may be used on a computer (PC) or on a smart device using the Google Classroom app.
- Google Classroom is a free collaboration tool for teachers and students. Teachers can create an online classroom, invite students to the class then create and distribute assignments. Within the Google Classroom students and teachers can have conversations about the assignments and teachers can track the student's progress.
- Pupils should keep their passwords and login details secure and never share passwords or login details with others.

## **Google Meet**

- Google Meet is a video conferencing app that allows users to join pre-scheduled meetings
- Pupils may be engaged in the use of the Google Meet platform to engage with teachers and other pupils in their class for well-being conversations and possible distance learning in the event that Glinck N.S. is closed for an unexpected length of time or in a public health emergency.
- Google Meet will be accessed by pupils through Google Classroom
- All pupils must protect their login and password information for Google Classroom. If pupils suspect that a password has been compromised, they must notify their teacher immediately. No pupil may share his/her login information with a third party
- All online meetings should take place in an open area of the home and parental supervision is recommended.

## **Class Dojo**

- Classes may use Class Dojo as one method of rewarding effort, hard work and good behaviour.
- These Class Dojo accounts will not be publicly viewable; parents and pupils will only be able to see their / their child's account information.
- Some classes may use the Class Story, School Story, Portfolio or Messaging features.
- Pupils retain the copyright on material submitted to teachers on the Portfolio feature.
- Pupils will not upload inappropriate materials or copyright materials to their Portfolio. To do so would be a breach of this policy and may result in suspension of Digital Technology privileges.

## **Seesaw**

- Our school may use Seesaw for assigning tasks and, if necessary, to communicate and receive classroom tasks using possible distance learning in the event that Glinsk N.S. is closed for an unexpected length of time or in a public health emergency. It may be used on a computer (PC) or on a smart device using the Seesaw app.
- Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC) or tablet or smart device. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.
- Pupils can share their work using photos, videos, drawings, text, PDFs, and links.
- Pupils retain the copyright on material submitted to teachers in the digital portfolio.

## **Padlet**

Classes may have pages on the Padlet platform

- Pupils may create “walls” to showcase work they are completing, to collaborate with other classes on different topics, or to brainstorm topics the class are working on.
- No copyright material will be uploaded onto any of Padlet pages.
- Additions to any of our school's Padlet pages may be moderated and require authorisation before appearing on our Padlet pages.



## **Kahoot**

- Our classes may use the educational quiz creator website “Kahoot” as one method of assessment and for enjoyment.
- The class teacher may create quizzes based on material covered in class. Pupils do not need an account to participate in the quizzes, and all quizzes created will be used solely for school related work.

## **Educational Apps and websites**

Students may access online resources that collect and store data, monitor progress and allow teachers to provide feedback. Such websites and applications may be used for possible distance learning in the event that Glinsk N.S. is closed for an unexpected length of time or in a public health emergency.

Applications may include

- [readtheory.org](http://readtheory.org)
- [khanacademy.org](http://khanacademy.org)
- [typing.com](http://typing.com)
- [spellingcity.com](http://spellingcity.com)
- [quizlet.com](http://quizlet.com)
- [matific.com](http://matific.com)
- [irishhomework.ie](http://irishhomework.ie)

## **Coding**

- Some of our classes may be using the coding program and website, “Scratch”, developed by M.I.T. Scratch projects are commonly used for problem solving, maths, and learning coding.
- No copyright material will be used to create Scratch projects.
- Pupils will retain the copyright on any Scratch stories or projects created.
- Individual Scratch projects receive their own URL; we will share URLs of created projects if/ once they have been completed.
- We may also use [www.code.org](http://www.code.org) and <https://hourofcode.com/ie> for problem solving, maths, and learning coding.

- We may also use Lightbot, Code Island and Scratch Junior apps to introduce coding in a simple form.
- Some classes may use MS Logo to learn basic programming.

**Reviewed: May 2020**

**Chairperson B.O.M.** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Glinsk N.S. Website

[www.glinskns.ie](http://www.glinskns.ie)

### Opt-Out- Form

School websites normally allow the work of pupils or photographs of pupils to be displayed. Displays of work or of photographs must be in accordance with the “Acceptable Usage Policy” (enclosed) of the school.

If, for any reason, you would prefer NOT to have examples of your child’s work or photographs of your child displayed on the website of Glinsk National School, please fill in and sign the “Opt-out” form below and return to the school or post to Glinsk N.S, Glinsk, Via Castlerea, Co. Galway.

#### WEBSITE OF GLINSK NATIONAL SCHOOL

[www.glinskns.ie](http://www.glinskns.ie)

As parent/guardian of \_\_\_\_\_ (name of pupil)

I do not wish to have any examples of my child’s work or any photograph of my child displayed on the school website.

Signed: \_\_\_\_\_ (Parent/ Guardian)

Date: \_\_\_\_\_