Acceptable Use Policy for Digital Technology and E-learning Safety Plan for Digital Resources in Divine Word NS

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils in our school, Divine Word National School, will benefit from the many and varied learning opportunities offered by the school's Digital Technology resources in a safe and effective manner. Internet use and access is considered a privilege.   Parents/Guardians opt to sign the Acceptable Use Policy and E-Learning Safety Plan when their child is first enrolled in the school and/or in September of Third Class (See Below). Any parents/guardians who do not sign the plan or any child who does not adhere to the plan will have this privilege revoked. See Behaviour Policy.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Revisions to this Document:
The revised Divine Word AUP was approved and ratified by the Board of Management on the following dates:

AUP	Date
Initial AUP	Sept 2004
First Revision	Nov 2009
Second Revision	April 2012
Current Revision	Dec 2020

This AUP / E-Learning Safety Plan will be updated regularly, to keep up to date with constant new and emerging technologies and new Web 2.0 tools that may or may not be used in Divine Word, in order to keep our pupils and staff safe.
Updates to this document will be communicated through the school's website www.divinewordns.com, our Twitter account (@divinewordns), and communication will be advised by message on Aladdin Connect.
This document, including updates, can be located on the Policies page on the school's website at www.divinewordns.com

The Divine Word NS Effective Strategy Plan
As a whole school community, we will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General
- Internet sessions will always be supervised by a teacher, whether it is in the computer room on laptops or in the classroom/outdoors on portable devices – iPads.
- Children may have usernames and passwords for apps or websites. Children will also be reminded not to disclose personal information, either about themselves or any other pupils online, which also includes the sharing or using of passwords. Any breach of rules such as signing in as another student and

impersonating them is considered a serious matter and will follow serious sanctions. This will be dealt with on a case-by-case basis.
- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- If a child views anything inappropriate the children are encouraged to close the laptop/turn over the I pad and inform the teacher immediately.
- The 32 new iPads are managed by Zuludesk, which has a block on adding or deleting apps and all apps installed are, or will be, approved by our education adviser Wriggle.
- The pupils will be provided with information in the area of Internet safety through planned lessons and discussion in conjunction with Safer Internet Day in February each year. Each class teacher will make use of www.webwise.ie to aid this.
- Parents are encouraged to speak to their children about e-safety. We share links to help parents regularly on our twitter feed and via email.
- Uploading and downloading of any software will not be permitted and the use of personal memory sticks, CD-ROMs, or other digital storage media in school is strictly not allowed **without prior permission**.
- Virus protection software will be used and updated on a regular basis through our digital assistant partner.
- Divine Word NS has chosen to implement Level 4 filtering on the Schools Broadband Network. This filtration level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and social media outlets.

World Wide Web
- Pupils will not intentionally visit Internet sites that contain rude, illegal, hateful or otherwise questionable materials. While teachers will be supervising, pupils are also required to report accidental accessing of inappropriate materials to the class teacher immediately, without showing it to a peer first.
- Children in 3rd – 6th class will be taught not to copy information into projects or other work without acknowledging the source (plagiarism and copyright infringement). Pupils will be discussing plagiarism, copyright and the issues relating to the need to credit sources in class.
- Children under no circumstances may log in as someone else and misrepresent that person. Parents and Teachers have a duty to remind children of this.
- Downloading of any material (pictures, music, games, and any other materials not listed here) is strictly not allowed. In the case of pictures/clip art, they may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand. There are also websites such as Pixaby and Adobespark which allow access and the use of copyright free material that children will be encouraged to explore and use.

Pupils must be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.

The safety of the pupils, as well as our school, is of paramount importance.

Aladdin Connect

- Aladdin Connect is a communication tool used by Irish schools to securely communicate with parents/guardians. By using the App parents can quickly find information about their child's attendance, report cards, library books etc.
- Divine Word began using this tool in March 2021 and will continue to roll it out over the next two years, phasing out the need for written communication.
- All data stored on Aladdin is secured with 128 bit SSL encryption.
- If a parent does not sign up to Aladdin Connect they will continue to receive information through email and texts.
- All information will be updated every summer by the secretaries. Information relating to past pupils will be archived.

Microsoft Office

Staff use Microsoft Office to communicate with each other and parents and other educational bodies. Teachers are not required to respond outside of school hours and it may take them time to respond to emails. This email is password protected and can only be changed using our ICT support system company GDK.

iPads

- iPad sessions will always be supervised by a teacher.
- Before using the devices above, each class teacher will remind the class of the rules when using them. Pupils not following instructions will follow sanctions – see sanctions section
- Use of the camera function for the taking of photographs / audio clips / video clips of student or teachers without their knowledge will not be allowed. A teacher must give permission and clear direction before this happens.
- Children will not be allowed to change and alter background screensavers – this has been immobilized on the new iPads.
- Teachers will get children to delete all videos/photographs/audios after **each** session or save items themselves before returning them unless they are using them in consecutive days for a project. This will help with memory and storage.
- Devices must be returned to trolleys appropriately and connected for charging purposes
- Teachers **must check** that all plugs and chargers are present before and after sessions and if not report to Information Communication Technology coordinator.
- A lighter trolley (trolley 3) will be used for 3rd to 6th that comprises of separate carriers that allows 4 iPads to be carried safely upstairs for 6th class. Trolley 1 is limited to Internet research with a few apps working. It can also be used for SEN as apps related here are still functional. Trolley 2 is for junior infants – 2nd class. All trolleys can be used by anyone, but staff are encouraged to use their assigned trolley first.
- Zuludesk has been established by Wriggle allowing the coordinator to add, eliminate and purchase apps from a main frame.

Photographs / Video Clips of Pupils

- Photographs/videos may be taken of pupils participating in Sports Days, school trips, concerts, class activities etc.
- Photographs and/or videos may be posted on the school's website or Twitter account, relevant class digital platforms such as SeeSaw **with the signed permission of a parent/guardian**. Pupil photographs will not carry full names as part of the caption and children will not be photographed alone. (unless permission is sought from parent e.g. Spelling Bee)

School website (www.divinewordns.ie)
- Pupils will be given the opportunity to have their projects, artwork and selected school work published on the schools website; www.divinewordns.ie
- The website will be regularly checked by the ICT coordinators on a monthly basis to ensure that there is no content that compromises the safety or personal information of pupils or staff.
- Staff and pupils will be encouraged to add content to the school website on a regular basis.

Personal Devices

ALL personal devices that have the capability of taking photographs or recording video or audio, such as iPads, android tablets, MP3 players, DS or PSP consoles, smart watches and any other items not listed here but with these capabilities, are forbidden within the school grounds at all times. Neither the school or the class teacher will be held liable for any damage or loss on school property. Please note student's mobile phones are not allowed to be switched on AT ANY TIME inside the school grounds and to do this is in direct breach of the school's acceptable use policy. Any pupil found in possession of a mobile phone switched on and using it or any of the devices above will have the item confiscated immediately and needs to be collected by a parent from the school principal during school hours. If a child needs to contact a parent by phone after school he/she needs to be outside the school gates.

Cyberbullying
- The children will be reminded that Cyberbullying is *'the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.'*
- Examples of cyberbullying include (but ae not limited to):
  - abusive messages or slagging on any social media site
  - offensive comments on videos or posts
  - spreading rumours online
  - hacking into your online accounts
  - posting offensive images
- *Cyberbullying will be covered on an annual basis under the SPHE Stay Safe Programme.*
- *In order to protect themselves online Teachers will remind pupils to:*
  - *Choose strong passwords and never share them with friends.*
  - *Consider that any information you share online, can be copied and shared with a wider audience.*
  - *Be polite to others online.*
  - *Remember that posts and messages can never be permanently deleted.*
- *Children will also be taught what to do if they think they are being cyberbullied:*
  - *Tell an adult you trust.*
  - *Do not reply to any unkind messages online.*
  - *Block and report someone who writes unkind messages.*
  - *Go offline.*
  - *Change your username, password, email address, mobile phone number if necessary.*
  - *Inform the Internet Service Provider and the Gardaí if necessary.*
  - *Keep a record of any nasty communication online.*
- Any child found to be bullying of any form, including cyberbullying, will face serious sanctions. This will be dealt with on a case-by-case basis.

Social Media

- Our school/classes use Twitter as one 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 Divine Word NS**.
- 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 Divine Word NS can be found at @divinewordns on the direct Twitter page or directly through the school website near the bottom of the main home page.

YouTube

- The staff of Divine Word NS have access to YouTube and are aware of how to use YouTube safely. The children do not have access to YouTube unless a safe link provided by the teacher without ads etc. is provided). We also make use out of https://video.link/?src=syt (this link is subject to change as the site has to update regularly) which removes advertisements during and after and also to the side of the screen when showing a suitable video.
- By default, all devices are set to safe search. Teachers are also reminded to use safe search when browsing.

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, if desired.
- We may also use code.org for problem solving, Maths and learning coding.

Seesaw

- Pupils are engaged in the learning platform of Seesaw from Junior Infants to 6th class with permission from their parents. Once permission is given for a pupil, teachers DO NOT have to seek permission each year.
- It will be used for interaction between teacher and pupil, sharing and distributing of work. It can also be used for notifications, announcements and updates of class or school events.
- It will also be used for distance learning as a means to upload lessons, videos, activities, announcements etc. It can also be used for children to upload photos of their work, responses to assignments etc.
- Only teachers working with this class can view work and photos and the teacher controls what work is displayed to others. However, other teachers may join to share information about school initiatives such as Mangahigh but will not review the children's work.

- Teachers will archive work in June of each year so new teachers don't have access to work and comments from previous years. They will also add the new class teacher and delete themselves from the account if necessary.

Other applications and websites such as and not limited to - Mangahigh, Padlet, Adobe Spark, Kahoot, Edmodo and other apps available on iPads
- All apps, websites are monitored and the class teacher will provide guidelines and supervision at all times.
- Children will engage in lessons exploring copyright and teachers will encourage children to use copyright free images for projects and work etc.
- They will also be advised of plagiarism and how to put information in their own words. Photos of various class activities, such as Maths Trails, Quizzes, curriculum activities, field trips, and others not currently listed here, may be uploaded to any of these platforms with the permission of parents.

Distance Learning: Zoom Calls
In order to create a safe environment for pupils and staff when taking part in Zoom sessions, the following considerations must be observed.

For Parents/Guardians:

1. By accepting the Zoom meeting ID and allowing your child to join the meeting, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space. Parents/Guardians need to monitor their child's participation.
3. All attendees should be dressed appropriately.
4. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
5. Recording, photos or screenshots of the Zoom meeting are not allowed by any participants.
6. The Zoom meeting may be recorded by the hosting teacher and stored online with the school GDPR and ICT policy.
7. The Zoom meeting may be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting may not be able to gain access even with meeting ID.
8. For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
9. Lastly the same behavioural expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.

For pupils attending a Zoom Meeting the following rules apply:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class. Wait until the teacher calls you to share.
6. Show respect by listening to others while they are speaking.
7. Ensure that you are dressed appropriately for the video call.
8. Be on time - set a reminder if it helps.

9. Enjoy! Don't forget to wave hello to everyone when you join!

Class What's App Group

Parents' What's App groups are not responsibility of Divine Word School or Divine Word Parents' Association. It is also advised that parents show good example to their children by not using this forum to complain about the school or the class teacher. We advise that parents contact the school or teacher directly if they are unhappy for any reason.

Sanctions
- Misuse of the internet and/or any of the ICT equipment/resources in our school or failure to follow the expected behaviour laid out in this AUP may result in disciplinary action.
- Sanctions include, but are not limited to,
    - written warnings home,
    - withdrawal of Digital Technology privileges,
    - confiscation of digital equipment
    - face-to-face meetings with parents
    - referral to the School Principal.
- More serious offences, such as cyberbullying, will result in more serious sanctions.

Divine Word NS
Divine Word NS **Acceptable Use Policy and E-learning Safety Plan for our school's Digital** **Technology Resources**

Permission Form:
Please carefully review the Divine Word NS Acceptable Use Policy and E-learning Safety Plan, discuss with your child, and then sign and return via Aladdin Connect. Please keep a copy of pages 1 – 6 for your reference. The permission will cover the pupil named below from Junior Infants – 6th class, (unless a written letter withdrawing permission is received by the school principal – see final paragraph below) and through all updates to this document (page 1 – Revisions to this document)
Children will be asked to review the policy with their parents when they reach 3rd class and sign their own copy.

Name of pupil:
Class:
Signature of pupil (3rd – 6th class) _____ Date: _____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have carefully read the Acceptable Use Policy / E-Learning Safety Plan and grant permission for my child to access the internet and use the school's Digital Technology Resources. I understand that the Internet access is intended for my child to benefit from the many and varied learning opportunities offered by the school's Digital Technology resources. I also understand that although every reasonable precaution has been taken by the school to provide for online safety, the school cannot be held responsible if the child accesses unsuitable content.

I agree

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Divine Word NS Acceptable Use Policy relating to publishing of work on the website.

I agree

I understand that my child's photo and/or video/audio may be taken/recorded while participating in school activities, on school trips, in school plays/concerts, during visits from invited guests, for reward displays in classrooms, for religious displays (Communion, Confirmation), for display on the school's website and/or any school or educational activity not currently listed here.

I agree

I also understand that at any time I can withdraw my permission for Divine Word NS to use my child's photo/video/audio and/or school work in the context listed here, by putting it in writing and addressing it for the attention of the School Principal.
Please make sure you have check **ALL** boxes you wish to above and fill in below.

Parent signature: _____ Date: _____

Please bear in mind that while you have the right to decline acceptance of the Acceptable Use Policy / E-Learning Safety Plan, if the paragraphs above outlining the use of ICT in Divine Word NS are declined, your child will not be able to use any of the Digital Technology resources and equipment that is available in our school, nor will he be able to take part in any Digital Technology related activity that might be undertaken by their class.