Tús maith, leath na h-oibre

Internet & Digital Learning Acceptable Use Policy

Updated: 8th February 2021

Introduction:
This policy has been developed by the Principal, Digital Learning (DL) co-ordinator and the DL team.

St. Sylvester's Infant School recognises that Digital Technology (DT) is a valuable tool that gives our pupils and school community enhanced opportunities to learn, engage, create, communicate and develop key life skills that will prepare them for the use of DT throughout their lives. Pupils are 'growing up digitally' with technology embedded in every aspect of their lives. DT and internet use access is considered a school resource and privilege. If the school's Acceptable Use Policy (AUP) is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

Aim of Policy:
The aim of St. Sylvester's I.S.'s (AUP) is :

- to provide guidance and direction for the acceptable use of (DT) and the internet for teaching, learning and communication as appropriate for all members of the school community (i.e. pupils, staff, parents, approved visitors/speakers, etc.) both in and outside of the school
- To ensure, unsuitable material available on the internet is not accessed by our pupils
- To cover all online and offline technologies used by the school

Parental Approval:
The Acceptance Use Policy is available for parents. If parents/guardians have concerns about the Acceptable Use Policy they are advised to contact the School Principal in order to have their concerns addressed.

Our School's Strategy:
The school will employ a number of strategies in order to maximise learning opportunities, reduce risks associated with the Internet whilst reinforcing online safety measures. These strategies are as follows:

Pupils will:

- Treat others with respect at all times
- Learn how to get help should problems arise
- Respect the right to privacy of all other members of the school community
- Not upload or download non-approved software

Internet Safety Strategy for Pupils:

- Internet sessions will always be supervised by a teacher
- Pupils are expected to respect the schools' iPads, IWBs and teacher's laptops
- The school strongly recommends that pupils should be supervised by a parent at home
- HEAnet.ie provides a filtering system to prevent pupils accessing unsuitable material. It is used in connection with the National Centre for Technology in Education(NCTE) (www.ncte.ie)
- Virus protection software is used and updated on a regular basis
- Pupils are provided with education in the area of Internet safety through (www.webwise.ie) as part of the SPHE curriculum
- Pupils are taught:
  - o to report accidental accessing of inappropriate materials in the classroom to their teacher or another member of staff
  - o not to download, view or send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
  - o not disclose or publicise personal information of themselves or others while online

Pupils with Special Educational Needs:

- Vocabulary may need to be pre – taught to these pupils in advance of lessons relying heavily on these resources
- The use of visuals may be employed to help represent the different rules and learning opportunities of these resources
- Direct teaching of how pupils with limited communication skills can look for help if they require it should be taught prior to usage

Internet Safety Strategy for Staff:

The Staff in St. Sylvester's will:

- Comply with the bullet points listed for pupils as above
- Treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute
- Respect copyright and acknowledge creators when using online content and resources
- Be provided with continuing professional development opportunities in the area of internet safety
- Participate in Safer Internet Day activities to promote safer more effective use of the internet for all our stakeholders
- Not intentionally visit or attempt to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Staff will report accidental access of inappropriate materials in the classroom to the Principal or the Digital Learning co–ordinator
- Not by-pass the school's Content Filtering by using proxy sites or other means will be subject to sanctions as outlined in this AUP

- 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
- Use the school's internet connection for educational activities and for personal use as long as it remains within the other acceptable use guidelines during break times and outside of school opening hours
- Not download, view or send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person
- will be listened to and provided with support from the Principal, the Digital Learning Co – Ordinator, the Mindfulness Committee and other staff members if they are suffering from 'digital stress' (i.e. stress related to DT usage)
- Not disclose or publicise personal information of others while online
- Never disclose their Aladdin, staff email or the school's Wi-fi passwords to other staff members, pupils or visitors
- Allow Teaching Practice students to access the DT facilities with their permission. All teaching practice and placement students must adhere to this Acceptable Use Policy

The staff of St. Sylvester's will implement the Acceptable Use Policy. Misuse of the internet, DT, by-passing the content filter by using proxy sites and any incidents that take place outside of the school that impact on the wellbeing of staff or pupils will be dealt with promptly in line with sanctions/procedures laid out in other policies such as:

- Dignity in the Workplace
- Child Safe Guarding Procedures
- Code of Behaviour
- Anti-bullying. In such cases St. Sylvester's will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate

Parents/Guardians, Parents Association, Student Teachers & Visitors should: (e.g. outside professionals, etc.):
- Note that all videos (including pre-recorded lessons using Seesaw) issued from St. Sylvester's Infant School are the intellectual property of St. Sylvester's Infant School. St. Sylvester's Infant School **does not permit** the recording of, sharing or redistribution of these videos to anyone other than the intended recipient, including on Social Media (SM) e.g. WhatsApp, or any other SM platform. The Board of Management will initiate procedures against anyone who copies and uploads school videos to Social Media Platforms
- Comply with the Internet Safety Strategy for staff
- Not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff and other members of the school community
- Not upload images or videos features pupils or staff to any social media platform
- Not take, use, share, publish or distribute images of any member of St. Sylvester's community without their expressed permission. This includes during plays, concerts, sponsored dances, etc
- Not engage in activities involving social media or any form of communications technology, which could bring St. Sylvester's into disrepute
- Not represent their own personal views as those of being of St. Sylvester's on any social platform
- ensure that pupils do not copy/share homework assignments or school projects using instant messaging services social networks or any other form of technological communications

- Ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks

IMPORTANT NOTE: Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/ren's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment.

However, the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Child Protection Procedures, Code of Behaviour and Anti-Bullying policies.

St. Sylvester's will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.

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. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. This St. Sylvester's has chosen to implement Level 4 of content filtering on the Schools Broadband Network. level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook and Instagram that belong to the social networking category. Should teachers require access to a specific website which is not on Level 4, they may request the NCCA by email to review its suitability, sanction and activate it. Virus protection software is used on all laptops/desktops and updated on a regular basis.

iPads:
Each mainstream class teacher has an iPad. The SET share three iPads. All iPads have a protective case. There are also sets of iPads for classroom use. These are stored and charged in the Communications Room (Comm's Room). They are kept in mobile trolleys in groups of seven and are timetabled for use by the Digital Co-Ordinator. Pupils iPads are always kept on 'Airplane Mode' for safety. They are only taken off 'Airplane mode' for updating the software.

- Pupils should follow teacher's instructions in accessing only the applications to which the teacher has agreed
- Pupils are not allowed to disable 'Airplane Mode' to send any electronic message unless directed to and supervised by the teacher
- Teachers should only use iPads for electronic messages for educational purposes
- The camera, video and audio recording functions may only be used under the teachers' direction
- Audio or video recordings/pictures cannot be transmitted, broadcast or transferred without the teachers permission
- Identifying theft (pretending to be someone else) is in direct breach of the school's AUP
- iPads must be handled with care at all times. They must be removed and returned to iPad baskets in a safe manner. The iPad baskets should be rolled and not carried to classrooms

- The iPad baskets should not be carried up the stairs; rather the lift should be used. On returning the iPad basket to the (Comms. Room), the basket should be placed in the designated area of the Comms. Room and iPads should be recharged if required
- When using an iPad, a user should ensure that they are facing forward, not twisted sideways or facing in some other manner. The user should be able to sit upright in a chair which gives them back support and allows them to rest their arms on the table during iPad usage. The user should not be walking and using an iPad at the same time as they may not be able to see upcoming obstacles
- Any damage to a device must be immediately reported to the teacher who will then communicate this to the Digital Learning co-ordinator and/or Principal

Email and Messaging:
Pupil Guidelines:
- The use of personal email accounts is not allowed at St. Sylvester's Infant School
- Pupils will not be provided with a school email address. A teacher may create a class email address for educational purposes (e.g. electronic pen pal with another school)

Parent/Guardian Guidelines:
- Parents/Guardians should be civil and respectful when emailing members of the school staff.
- Unless it is an urgent matter, parents/guardians should not contact staff members by email outside of office hours (8am–5pm)
- Parents/Guardians should maintain a copy of any correspondence they feel is targeted and abusive towards them from a staff member. A correspondence of this nature should be reported to the principal and/or Board of Management immediately.
- Parents/Guardians should refer to and follow the 'Class WhatsApp Guidelines' provided by the school when engaging on that platform with other parents/guardians about school related issues.

Staff Guidelines:
Staff are:
- Provided with an email address (_____@stsylvestersinfantschool.com) via Google Suite for Education
- Responsible for password protecting their school email accounts
- Required to use their school email addresses when communicating in a professional capacity
Staff must not use:
- Their personal email address to contact parents/guardians, fellow staff members, external professionals (e.g. child psychologists) and others on school business
- School email addresses to set up personal/social media accounts
Staff should:
- Try and limit their correspondence over email and messaging apps to within office hours (8.40am – 2.30pm), unless it is an urgent matter
- Schedule work related messages to the next day of work using Aladdin
- Try to respond to parental queries within 24 hours Monday to Friday
- Ensure that they are civil and respectful to those they are emailing
- Refrain from insulting, abusing, bullying or other forms of negative communication in their correspondence

- Maintain a copy of any correspondence they feel is targeted and abusive towards them. A correspondence of this nature should be reported to the principal and/or Board of Management immediately.

Internet Chat:

At no times will students have access to any chat rooms, discussion forums, messaging or other electronic communication. The only exception to this is in the case of communicating with another school/class, under the direct supervision of a teacher and with the express permission granted from the principal.

Social Media:

The following statements apply to the use of messaging, blogging and video streaming services:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in St. Sylvester's for pupils
- Staff may use WhatsApp and text messaging to communicate information to one another
- Use of blogs such as Word Press, Glogster etc. is not allowed in St. Sylvester's unless directed to and supervised by a teacher
- Pupils must not seek to 'friend' any member of school staff using any social media facility. If a pupil does send a fried request to a member of school staff, the staff member must reject it and contact the Principal at their earliest convenience
- Staff must not seek to 'friend' any pupil using any social media platform
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in St. Sylvester's under the direction of a staff member
- Staff, pupils and visitors must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St. Sylvester's community
- Staff, pupils and visitors must not discuss personal information about pupils, staff and other members of the St. Sylvester's community on social media
- Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media
- Staff, pupils and visitors must not engage in activities involving social media which might bring St. Sylvester's into disrepute
- Staff, pupils and visitors must not represent their personal views as those of being St. Sylvester's on any social medium

Personal Devices:
Pupils:
- Pupils are not allowed to bring personal internet-enabled devices into school

Staff:
- are allowed to bring in their own internet–enabled devices into school
- should only use these devices during the school day for educational purposes with the class
- may use the internet for personal use during break and after school
- are not allowed to access inappropriate sites while using the school internet and must follow the guidelines as laid out in this Acceptable Use Policy

Images and Video:
- Care should be taken when taking photographic or video images (e.g. Aistear)
- Staff, pupils and visitors must not take, use, share, publish or distribute images of others without their permission
- Visitors and pupils taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances without express permission from the Principal or the Board of Management (e.g. Sponsored dance and Christmas concerts)
- Written permission is obtained from parents/guardians on the Application Form at the time of enrolling their child to the school to publish photos of pupils on the school website
- Parents/Guardians may withdraw consent for photographs being published at any time and without reason being offered
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. In this case the Principal and Board of Management will report any such issue to the Gardaí and/or TUSLA

Distance Learning:
In light of enforced school closures due to Covid-19, schools were directed by the Department of Education & Skills in March 2020 to ensure that all pupils were supported in a planned and consistent way to continue their learning using digital platforms.

In the event of another sudden school closure, the school will divert to a distance learning model of teaching and learning. This will involve the usage of email and Seesaw to maintain the link between home and school. Specifically, this will be the sending of correspondence, information, weekly curriculum activities and lesson activities to parents/guardians.

In the event of an enforced school closure, teachers will bring home their iPad and/or laptop. SNAs are permitted to bring home an iPad to support working with the pupils they support. Laptops/iPad that are taken home are still subject to the guidelines within this Acceptable Use Policy.

Teachers will communicate with parents using their school email address or the digital platform of Seesaw. Emails should be sent using school email addresses and follow the guidelines of sending emails as outlined in the email section of this AUP Parents must complete written consent forms to allow their children to participate in Seesaw activities.

Teachers will email parents/guardians the overall weekly plan and resource which need to be downloaded on the Friday before the week of intended lessons.
Daily emails will be scheduled to parents with lessons for their child.
Parents/guardians who wish to communicate with a staff member, should use the staff school email address.

Seesaw:
Seesaw (https://web.seesaw.me) is a digital portfolio system that empowers pupils to engage in learning activities and share their work with their teacher either in school or from their home. Teachers can designate tasks to their pupils and pupils can respond using video recording, oral recording, text and photographs. It is designed to allow teachers to provide pupils with feedback to activities sent in by the pupil.

In the case where distance teaching is required due to an unforeseen school closure, Seesaw will be used by the staff of St. Sylvester's to set activities, lesson content and provide feedback to pupils. If a parent/guardian does not have the technological infrastructure in their homes to engage with Seesaw or email, alternative provision will be provided for remote learning in as reasonable a manner as is possible (e.g. texting of pages of workbooks to complete).

Each student will have their own secure online journal. Every pupil's journal is private and can only be accessed by the pupil, parents and teachers through the use of a pass code. Classmates, their families and others are unable to access a pupil's journal. No part of your child's journal will be public on the web or shared by third parties. Seesaw is also GDPR compliant.

No child will be placed onto a class Seesaw account without consent from a parent/guardian. Those without consent will not be able to engage in Seesaw activities without this consent. Parents/Guardians have the right to opt in or opt out of this consent as they wish so wish and without reason being required. The consent form for Seesaw is located below, as per the Digital Learning Policy, Appendix 2.

When pupils submit work over Seesaw they must:
- Submit work and pictures that are appropriate
- Ask an adult to look at it before sending
- Use kind and friendly words
- Not use abusive, mean, insulting or other such negative language about staff, parents or other pupils

When pupils are using Seesaw or other online based resources, parents should:
- Check their emails and Seesaw regularly for activities and lesson content
- Contact the school directly on stsylvesters@gmail.com if their child is not receiving activities on Seesaw
- Ensure that their child is supervised while they work online
- Check over the child's/children's work before it is sent to ensure that it is to an appropriate standard
- Continue to revise online safety measures with their child

In the case that a child communicates to a staff member over Seesaw that they may or are in danger, the proper Child Protection procedures will be enacted immediately.

Video Conferencing:
The staff of St. Sylvester's will mainly use Zoom (or another form of video conferencing e.g. Skype, Teams) to engage in whole staff and smaller group meetings to discuss school related developments and planning. Staff should to generate a new meeting ID and password for each Zoom meeting being held.

Due to young age profile of our pupils, teachers will not be using video conferencing to teach lessons to pupils. Lessons and lesson content will be planned and sent to parents/guardians using email and Seesaw. Teachers may decide to send a pre-recorded video message to their pupils over Seesaw.

In the case of a pre-recorded teacher/SNA video message, or a live call from an SNA, the following guidelines will be adhered to by pupils and their families:

- Under no circumstances can pictures or recordings be taken of video calls by staff or parents
- Under no circumstances can pictures or recordings of video calls be retained or uploaded onto any website
- Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner
- Any electronic forms of communication will strictly be for educational purposes only and to allow for communication with families
- St. Sylvester's cannot accept responsibility for the security of online platforms, in the event that they are hacked

SNA's:

SNAs may contact a child that they are directly working with in school over a video call app (e.g. WhatsApp, Facetime). This should only be done with the express permission of the parent/guardian. A parent/guardian is required to be directly alongside their child for the duration of the call. If a parent/guardian leaves the child unattended during the call, the SNA is within their rights to end the call immediately. The SNA is in no manner responsible for the actions of the child over the call, nor are they responsible for the monitoring or safety of the child. The SNA could maintain appropriate language and plan what they want to talk about with the child in advance of the call. This plan may be shared with the child in advance of the call to prepare them for the call content.

The following guidelines must be adhered to when using communication tools.
Teachers:

- Should disable their caller ID when phoning parents
- Will communicate with pupils, families and other staff members between the hours of 9pm–5pm
- Will ensure they are familiar with Apps before using them with pupils
- Should ask for training if they do not feel confident using a particular digital resource
- Will set up Seesaw profiles for each child in their class
- Will check that consent has been given, before setting up a pupil profile for Seesaw
- Should report any concerns regarding online inappropriate behaviour or interactions to the Principal
- Will only admit participants to video conferences, if they recognise the email address/username of the staff member

Any breach of the above guidelines may result in a discontinuation of this method of communication and a disciplinary review by the Principal and Board of Management.

Cyberbullying:

The school adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of *'bullying as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school. Additionally, the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users.'*

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

When using the internet pupils, parents and staff are expected to treat others with respect at all times. Awareness of and the prevention of cyberbullying is an integral part of our Anti–Bullying Policy. Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Internet Chat:
Students are not permitted to use internet chat rooms.

School Website:
St. Sylvester's hosts a website (www.stsylvestersinfantschool.com), which provides information to the school community on many aspects of school life including curricula and extra - curricular. It also provides information and access to school policies and procedures. Therefore, it is an important point of reference for parents, pupils, staff and management.

The website also provides a platform for highlighting the educational activities and achievements of pupils and staff. The school website uses photographs, video and other multimedia to compliment written articles on the website. The school website operates under the authority of the BOM and is managed by the Principal and the Digital co-ordinator on behalf of the school.

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. The publication of pupil's work will be coordinated by a teacher, and with the permission of the pupil, to publish their work. Pupil's work will appear with a copyright notice prohibiting the copying of such work without express written permission. The pupils will continue to own the copyright on any work published even after they finish attending St. Sylvester's.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff. There will be no allowing of comments or user – generated content on the school website. This is to limit the volume of inappropriate and/or offensive content. Content focusing on individual students will only be published on the school website with parental permission. The school will avoid publishing both the first and last name of pupils in video or photograph captions published online.

Useful Websites for Internet Safety Advice:
Useful websites for further information on online and communications technology.

- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

List of Online Resources for Staff and Families

This is not envisioned as an exhaustive list of online resources for teachers to use. When searching for a website, teachers should attempt to only access sites with an initial 'https' on the web address as these sites have a higher level of security. This cannot always be the case when accessing a website. However, teachers should be cognisant of trying to only use websites with 'https'. The usage and accessing of the internet is covered in greater detail in the 'Acceptable Use Policy'.

YouTube channels:

- Alphablocks (phonics)
- ABC Mouse (phonics)
- Numberblocks (numeracy)
- Sesame Street (literacy, numeracy, SPHE, music)
- The Singing Walrus (literacy, numeracy, SPHE, music)
- Jack Hartmann (literacy, numeracy, PE, music)
- Super Simple Songs (literacy, rhymes, SPHE, music)
- Wild Kratts (SESE)
- Kids TV 123 (numeracy, literacy, SESE, music)
- Numbertime (numeracy)
- Come Outside (SESE)
- Pancake Manor (literacy, numeracy, SESE)

We would recommend to parents/guardians that they use the 'YouTube Kids' website as this site contains much more child appropriate content.

Websites:

- https://ie.ixl.com/ (literacy, numeracy)
- https://padlet.com/ (online wall/note recording tool)
- https://www.mentimeter.com/ (polls, quizzes, word clouds, Q&As)
- https://kahoot.com/schools-u/ (polls, quizzes)
- https://mathsframe.co.uk/ (numeracy)
- https://www.ictgames.com/ (literacy, numeracy)
- https://www.funbrain.com/ (literacy, numeracy)
- https://www.topmarks.co.uk/ (entire curriculum)
- https://www.tes.com/en-ie (entire curriculum)
- https://hwb.gov.wales/ (entire curriculum)
- https://www.pdst.ie/ (entire curriculum)
- https://www.starfall.com/h/ (literacy)
- https://www.roythezebra.com/ (literacy)
- https://www.sfi.ie/ (science)
- https://www.gonoodle.com/ (music, PE)
- https://www.coolmathgames.com/ (numeracy)
- https://www.natgeokids.com/ie/ (SESE)

Legislation:

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

Data Protection Act 1998
This act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.

Data Protection (Amendment) Act 2003
This amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Child Trafficking and Pornography Act 1998
This act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.

Interception Act 1993
This act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.

Video Recordings Act 1989
This act prohibits the distribution of videos which contain obscene or indecent material which may lead to the deprivation or corruption of the viewer.

Copyright and Related Rights Act 2000
This act governs copyright in Ireland.

Links with other School Policies:
This policy in linked to the following school policies:

- Child Safeguarding Procedures
- Code of Behaviour
- Anti-Bullying Policy
- Data Protection Policy
- Digital Learning Policy

Sanctions:
Some material on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Internet access in school includes a strict filtering service, yet no filtering service is completely fool proof.

Procedures are in place should a child accidently access inappropriate material and also should a child deliberately abuse the use of the internet in school.

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Should a serious online safety incident take place, the principal should be informed. The school also reserves the right to report any illegal activities to the appropriate authorities.

The school also reserves the right to report any illegal or suspicious activities to the appropriate authorities (i.e. Gardaí, TUSLA, Office of the Data Commissioner, etc.)

Monitoring the Policy:
St. Sylvester's will monitor the impact of the policy using:
- Logs of reported incidents
- Monitoring log of internet activity (including sites visited)
- Surveys and/or questionnaires of pupils, parents and staff

This policy was ratified by the BOM on 21st September 2020 and reviewed on 8th February 2021. The Board of Management reserves the right to amend this policy. This policy will be reviewed in 2022.

Signed:

_____
Mr. M McKenna,
Chairperson,
Board of Management   Date: 08/02/21

Parent/Guardian Permission Form

Insert Date:

Parent/Guardian,

As the parent or legal guardian of the pupil named below, I have read the Internet & Digital Learning Acceptable Use Policy and grant permission for my child or the child in my care to access the Internet. I understand that internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph   ☐
I do not accept the above paragraph   ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Internet & Digital Learning Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph   ☐
I do not accept the above paragraph   ☐
(Please tick as appropriate)

Name of Pupil: _____

Teachers name: _____

Signature: _____

Date: _____

Internet & Digital Learning Acceptable Use Policy

St. Sylvester's Infant School has an Internet & Digital Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's Internet and digital media resources in a safe and effective manner.

My name is _____.

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will turn off the iPad and tell the teacher immediately, without attracting the attention of those around me.
- I will use the Internet and digital media for educational purposes only.
- I will always use a safe search engine as directed by the teacher.
- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I am fully aware that everything I do on a school computer/laptop/iPad is monitored by the school.
- I will never access my personal email account in school.
- I will never access chat rooms in school.
- I will never give out my name, address, phone number to anyone online.
- I will not share personal information about another person online.
- I will never arrange to meet in person anyone I meet online.
- I will not upload any photos without getting permission.

Signature: _____.

Rules for iPad Use

- I will take good care of my iPad.
- I will know where my iPad is at all times.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad in ways that are appropriate.
- I understand that my iPad is subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone when my teacher tells me to.
- I will only use my iPad as instructed by the teacher and use the right app at the right time.
- I will never use another person's iPad to cause offence or damage or upset.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
- I agree to abide by the statements of this iPad acceptable use policy.

Signed _____ Date _____

Sample Letter to Parents

Insert Date

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 Acceptable Use Policy 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,

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Mrs. Dunne,
Principal.