



Kilnamanagh Community National School (KCNS)
Oulart, Co. Wexford. Y25 HT63

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Acceptable Use Policy (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This policy has been written to include issues that pupils may face as the school grows in the coming years. The school also intends to ensure that every child has access to a tablet/device and as such there are sections of this policy relating to that (to be confirmed after consultation with parents and school manager). The Principal and Single School Manager will review the AUP regularly. Before signing, parents should read the AUP carefully to ensure that the conditions of use are accepted and understood.

Our School's Strategy

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined in our youth. The online world is very much part of their lives, they are “growing up digitally” with technology embedded in every aspect of their lives. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise. The Internet is a valuable teaching and learning tool. It can develop children's independent research skills and promote lifelong learning. The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The school's policy is to look for opportunities across the curriculum to reinforce online safety messages.



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Distance Learning

Video Conferencing and Video Calling Guidelines

If a school is using a platform with video conferencing features, it would make sense for them to use this affordance to see if it meet their needs;

- The school will already have been offered (and accepted) a Data Processing Agreement when deploying the platform that will address many of the major compliance issues
- To further develop knowledge of platform use and to facilitate sharing of this knowledge across the staff
- To maximise familiarity with the current school platform
- To ensure continuity of use across the school community

When choosing to use video calls or live classes through video conferencing tools with pupils/students, schools should be cognisant of access to devices in the home environment. Getting pupils/students to be online at the same time may prove difficult due to each household's circumstances. Asynchronous approaches should be taken where possible, e.g. record a lesson or wellbeing check-in and share with pupils/students to watch in their own time.

Risk Assessment

If a school decides to deploy a new platform to facilitate video calling or live classes they should consult the data protection and security features of the tool they intend to use. This information can assist them in choosing an appropriate tool for their specific purposes, e.g.

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Microsoft Teams, Dojo, Seesaw, WebEx, Zoom etc. You can find more information on Data Protection for the Waterford and Wexford Education and Training Board schools here: <http://waterfordwexford.etb.ie/wp-content/uploads/sites/24/2018/10/Data-Protection-Policy-2018-proofed-by-Board-4.9.18.pdf>

If the school decides to use a platform which is not supported by the WWETB check <http://www.dataprotectionschools.ie/en/> to ensure that it is data compliant.

Ensure that consent has been obtained from parents/guardians prior to platform/digital tool usage.

Choosing a platform to use:

Below are some further considerations to take into account when choosing a new platform to facilitate video calling or live video lessons:

Steps to take if you're the data controller

- Conduct a data protection impact assessment to identify and minimise risks
- Ensure that the service provides sufficient guarantees it's GDPR-compliant (most services will likely have information on their security measures which should suffice)
- Make sure any contract you agree to is GDPR-compliant
- If the service holds personal data on international servers, check whether you can make this international transfer
- Update your privacy notices to reflect your data sharing with the service
- Share only the personal data that the service needs to work
- Can your video call be password protected?
- Can you turn off the student's ability to screen share from their device?
- Can you manage pupil/ student usage, e.g. Can you mute or remove a pupil/student?

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Read and learn about data protection tips for video conferencing from the Data Protection Commission at <https://dataprotection.ie/en/news-media/blogs/data-protection-tips-video-conferencing>

Comply with Data Protection and current legislation

Read our guidance on Protecting Personal Data When Working Remotely and our guidance on data security and make sure the points contained within are made clear to employees.” Data Protection Commission, 2020, *Data Protection Tips for Video Conferencing*, Data Protection Commission, viewed 19-06-2020, <<https://dataprotection.ie/en/news-media/blogs/data-protection-tips-video-conferencing>>.

General guidelines for video calling:

- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students when calls are taking place for both parties. Blurring functionality and the use of a static image are features of some of these tools.
- The teacher should always invite the pupils/students to the call and act as hosts/disables co-host function
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that pupils/students can't rejoin the room afterwards. Maintain a log of calls and a record of attendance as you would do in general practice

General guidelines for live video lessons:

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- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Agree protocols in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tool being used and the age of students
- The teacher always invites the students to the call and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students. It is good practice from a safeguarding and operational perspective to have a second staff member on the video call.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation.
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
- It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can't rejoin the room afterwards
- Maintain a log of calls and a record of attendance as you would do in general practice

Using video calls/video conferencing in the primary classroom

- Some schools are creating short videos from the class teacher to say hello and check-in/reassure the class and this is being posted on the digital platform used by the school e.g. Seesaw, ClassDojo Portfolios, Google Classroom, Microsoft Teams, Edmodo, Schoology, etc. instead of video calling.

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- Traditional phone calls where the teacher/principal withholds their number may be a viable alternative to video calls.
- To withhold your number on individual calls dial 141 followed by the phone number of the person you want to call. The person you're calling will not receive your phone number - they'll see 'number withheld'.

Security Measures for Learning in the classroom

- Internet use by children in school will always be supervised by a school staff member. Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the Professional Development Services for teachers (PDST) working closely with the Department of Education and Skills and are coordinated and supported by the PDST Service Desk which is the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. www.webwise.ie)
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or other digital storage media in school requires a teacher's permission.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.

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- Students will observe good “netiquette” (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

Use of the Internet

- Students will use the Internet in school for educational purposes only under the supervision of school staff.
- In the event of a child engaging in use of the Internet, as deemed inappropriate by the teacher, during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the ICT Coordinator.
- A list of appropriate websites will be made available to every teacher.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Teachers and pupils will be familiar with copyright issues relating to online learning. Students will never disclose or publicise personal information.
- Downloading 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.

iPads/Tablets

- Students should never leave their iPad/tablet unattended when in use
- Students should follow teacher’s instructions accessing only the applications to which the teacher has agreed.



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- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads/tablets must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Email

- Students may use specific email accounts, for specific purpose under supervision by or with permission from the class teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Children, should they have them, are not allowed to access their own email or social media accounts in school.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

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- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved/established by the school.

Legislation

Information is available on the Internet on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

School Website

- Pupils will be given the opportunity to publish work on the school website.
- Digital photographs of individual pupils will not be published on the school website. Photographs will focus on groups rather than individuals.
- Personal pupil's information (name, address etc.) will be omitted from the school web pages.
- Pupils will continue to own copyright on any work published. The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.

Personal Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized

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taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

- All personal technology devices are to be collected by the class teacher in the morning and stored in the office until school ends. They are then collected by the student and the responsibility is on the student to collect them. This includes any trips or excursions made away from the school also.

Staff

- The Internet is available for Staff personal and professional use. Personal use of the Internet should not occur during class time.

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.
- From time to time parents will receive information and advice regarding Internet safety in the home.

Sanctions

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.

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- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- All of these sanctions are in line with our schools code of behaviour.

Ratification and Communication

This policy was ratified by the BOM on

03-05-23

Signed *Wendy Towell*

Chairperson Board of Management

Date

Signed *B. Kennedy*

Principal

Date 21.06.23

Review Date: March 2024

