



Internet Acceptable Use Policy

The aim of this Internet **Acceptable Use Policy (AUP)** is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to all pupils, staff, volunteers, parents and others who have access to and are users of the internet in Inver National School.

When using the internet pupils, parents, staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

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

The school employs 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
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material -
- The 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 Schools Broadband Team which includes PDST Technology in Education working closely with the Department of Education and Skills and HEAnet.

- The school will regularly monitor students' internet usage
- Students and teachers will be provided with training in the area of Internet safety. Children take part in Internet Safety lessons from Webwise and Stay Safe.
- 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 personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

World Wide Web

- Sites that the children use in school will be previewed by their teacher before use.
- Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g. as a reward or for golden time etc.
- Children will use child friendly search engines such as kiddle / kidrex.
- 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. 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.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism) (e.g. creativecommons.org)
- 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

Email and Messaging

Children are not allowed to access their own email accounts in school. Children can use the internet on the Chromebooks through use of their individual user accounts (G Suite for Education accounts with parental permission). Each child's individual account cannot be used for emailing to or from this address. They will be able to save their work to a secure drive location and work collaboratively with others in the class to complete group assignments and to share their work with the teacher.

Use of Chromebooks / iPads / Laptops

Students should follow teacher's instructions accessing only the applications to which the teacher has agreed. iPads and laptops must be handled with care at all times. · Any damage to the device must be reported immediately to the teacher.

The camera and audio recording functions may only be used under a teacher's direction. Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.

Social Media

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

- Use of instant messaging services and apps including Snapchat, Whats Apps, etc. is not allowed.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils must not discuss personal information about pupils, staff and other members of the community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Personal Devices

See mobile phone policy

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school. See anti bullying policy.

Images & Video School Websites / Social Media (Facebook)

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 student work will be coordinated by a teacher.

The website/ Facebook page will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Inver National School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website/Facebook page with parental permission.

Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website/ Facebook page.

Inver National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

At Inver NS pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Distance Learning

Seesaw

Seesaw is the platform chosen for use during distance learning

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 phone. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home.

It will also be used as a communication tool between school and home when children return to school. Children will use Seesaw in school as an e-portfolio (with parental consent).

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom.

Seesaw gives students a place to document their learning, be creative and learn how to use technology.

Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes.

When there are new Seesaw posts, families can be notified via app notification, email or SMS.

Parents are only notified about their own child's work, and all data is safe and secure.

Homework for 3rd-6th classes will be set on Seesaw and feedback will be given.

Seesaw is compliant with GDPR

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Principal, Wendy Boyd or the Deputy Principal, Emma Duncan should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the teaching staff and Principal.

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 (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

Responsible Internet use – Pupil/Parent/Guardian Undertaking

Pupil

We use the school Chromebooks, iPads and laptops for learning and these rules will help us to keep everyone safe and be fair to others.

- I will ask permission before entering any website unless my teacher has already approved the site.
- I will not bring external storage devices into school without permission
- I will only use email for school projects with my teacher's permission and not for personal reasons.
- The messages or comments I make will be polite, sensible and respectful.
- If I see anything I am unhappy with or if I receive a message I do not like I will tell a teacher immediately.
- I know the school will check my computer files and will monitor the sites I visit.
- I understand that if I deliberately break any of these rules I could be stopped from using the internet and my parents will be informed.
- I will treat school devices with care and report any problems to the teacher.

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter 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 students access unsuitable websites.

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 Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this **permission form** to the Principal.

School Name: _____

Name of Student: _____

Class: _____

Consent form for Seesaw

Dear Parents/Guardian

We wish to inform you that during the school closure each class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning. The teacher will be able to assign activities to your child and they will be able to upload their completed work (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we will be able to provide feedback.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that your child will enjoy using Seesaw to document and share their learning this term. In lieu of signing a consent letter please email your child's assigned class email address, giving permission, so that your child can use Seesaw.

Please note: If you have children in a number of classes, you will need to email each assigned class email, giving permission for each of your children.

Please include the following information and email giving consent.

I give consent for my child, listed below, to use Seesaw for home learning activities.

Student Name: _____

Parent/Guardian Name: _____

Date: _____

G Suite for Education – Notice and Parent/Guardian Consent Form

To parents/ guardians,

At Inver N.S, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Inver N.S, students will use their G Suite for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. If you don't provide your consent, we **will not create** a G Suite for Education account for your child. Students who cannot use Google services will not be able to have their own profile on our Chromebooks and therefore will not be able to store their digital learning. Also, they will not be able to access their Google Classroom.

I give permission for Inver N.S to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Wendy Boyd, Principal

Consent Form:

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date _____

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at

https://workspace.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

YouTube Google Maps Google Earth

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html

You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
location information, as determined by various technologies including IP address, GPS, and other sensors;
unique application numbers, such as application version number; and
cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

This is not applicable for students in Inver N.S.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

Inver N.S G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's

instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.

- enforce applicable Terms of Service, including investigation of potential violations.

- detect, prevent, or otherwise address fraud, security or technical issues.

- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the Principal/Deputy Principal of Inver N.S. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the school Principal/Deputy Principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [G Suite for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

Inver N.S has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)).