



ACCEPTABLE USAGE POLICY

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Rationale:

An Acceptable Use Policy (AUP) is an important document which governs pupils' use of the internet at school and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use. (www.webwise.ie)

Aim:

- 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- Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour/Anti-bullying Policy – will be imposed. It is envisaged that staff, in consultation with parents, will revise the AUP regularly.

School's Strategy:

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

General

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis (where necessary).
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- Pupils will always treat others with respect and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media.
- Any 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 should be dealt with, as appropriate, in accordance with the school's Code of Behaviour.
- However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum, where that message, image or statement can be viewed and/or repeated by other people, will be regarded as bullying behaviour.
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only during class time.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). This applies to senior classes, only.
- Pupils 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 usage policy.

Mobile Phones / Electronic Devices

- The school acknowledges the usefulness and practicality of mobile phones/electronic devices and recognises their potential as an educational resource.
- With the permission of the principal and their classroom teacher, pupils in 5th and 6th class are permitted to use their personal Kindle for reading purposes. The school does not accept responsibility for the loss of any device.
- Personal Devices: pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device is in direct breach of the school's acceptable use policy, if any of these devices are turned on and used in class or during school hours. This does not include assistive technology or Kindles (please see above).
- The school acknowledges that sometimes it is necessary for children in 4th 5th and 6th class to bring their mobile phones/electronic devices to school to contact parents after school hours. For example, while walking home from school, etc. Prior to bringing a mobile phone/electronic device to school, the child and both parents/guardians must agree and sign the Mobile Phone/Electronic Devices Agreement Form (Appendix 4). If a child breaches this agreement, they will no longer be permitted to bring any electronic devices onto the school grounds.
- Children are not allowed bring personal devices on school tours or to other out of school events, during school hours.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorised taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
- Please see Mobile Phone and Electronic Device Policy and Code of Behaviour for further information.

Email

- This will be relevant to staff only; nevertheless, pupils may be taught how to use email (e.g. through the writing to socialise writing genre).
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or intended to annoy or intimidate another person.

- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they know only through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Pupils should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Pupils should be polite, use correct language and not harass others or provoke fights online.
- Pupils should also recognise that as well as the valuable content online, there is unverified, incorrect, or inappropriate content.
- Pupils should use trusted sources and browsers when conducting research via the Internet (These sites are generally suggested by the class teacher depending on the subject area).
- Pupils should not post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – and can sometimes be shared and spread in ways you never intended.

School Website: www.stmultosens.ie

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupil work will be co-ordinated by individual class teachers.
- Pupils' work will appear in an educational context on web pages.
- Digital photographs, audio or video clips will feature groups of children only.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the names of individuals in photographs.
- The school will ensure that the image files are appropriately named – we will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Twitter

At St Multose National School, we recognise that access to a school Twitter account (and future emerging social media networks) gives pupils and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping pupils develop 21st-Century technology and communication skills.

Aims of using Twitter

- (1) To quickly share and celebrate children's achievements, successes and school updates.
- (2) To demonstrate safe and responsible use of social media.
- (3) To encourage the use of 21st Century technology.

What is the primary purpose of the St Multose National School Twitter feed?

The school Twitter page will be used principally to advertise the excellent work by staff, children, parents and Board of Management. Similarly, it will also contain information detailing special events in school. The aim of this is to run alongside more traditional methods like sending emailing, and not to replace it.

Acceptable Usage

- The school Twitter account will be accessed from school devices only, using a specific school allocated email account. No personal Twitter accounts can be added to the school issued devices.
- The school Twitter account will be public accounts St Multose Twitter account was set up in October 2019. Senior Leaders will monitor the followers and block any who appear to not be school focused. If staff has any concerns about followers or activity, they are to report it to the principal.
- The school Twitter account will only tweet between the hours of 8am and 6pm between Monday and Friday. The only time tweets outside of this time are for school events (e.g. matches, trips, performances) or to share urgent school news (e.g. closers due to adverse weather).
- The school Twitter account will only follow educational accounts. No personal accounts, unless they are educationally linked, will be followed. For example a children's author.
- The school Twitter account will not use children's names.
- The school Twitter account will use Twitter to share positive messages about the school.
- The school Twitter account will not post photos of children whose parents/carers have not provided consent.
- The accounts may be used to share news and information during a school trip.
- By retweeting, the school broadens its audience base and allows the tweet to be shared to more followers.

- The use of the @twittername handles of others is to be used with caution. For example "excited about @someone visiting our school". It is not acceptable to reply to any 'replies' or initiated conversations with parents. This is not the platform to discuss or debate school related issues. You should use your professional judgement to determine whether the use of a @twittername is appropriate.
- By advertising our Twitter account we may be encouraging children to use Twitter so staff is advised to reinforce Online Safety rules in-line with our current online safety rules.
- Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to Twitter. Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

St. Multose N.S. Facebook page

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via newsletters, email, website, twitter and now Facebook

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page.

Zoom

What is Zoom?

Zoom is a platform to provide safe video and chat-based educational and fun experiences on computers, tablets and smart phones.

How does Zoom work in St Multose NS?

Senior class teachers will host "meetings" through the school Zoom account, and can then invite pod members via the school email address (stmultose@gmail.com), only through their parent/guardian, to join the meeting. Neither pupils nor parent/guardians need Zoom accounts, but they will need access to the internet and a computer,

phone, or tablet. A quiet space for the child will be needed to participate in Zoom meetings where they will also be able to be supervised by an adult.

How will we use Zoom?

Through video conferencing, (and in the event of a school closure due to a confirmed COVID-19 case), we will virtually gather pod members for a scheduled weekly 'catch-up' chat. This will allow pupils to connect and engage with each other and their teacher online.

Our commitment to keeping the pupils safe is always our number one priority. St. Multose N.S. will actively monitor member activity on Zoom and will make every effort to protect member information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of member information; limiting the purposes for which the online platforms may use member information; ensuring there is no advertising and that no member information is collected for commercial purposes.

Further, all activities online must comply with St. Multose N.S. Acceptable Usage Policy.

The following guidelines have been formulated by the PDST Technology Unit and will be followed by senior class teachers when using Zoom as a communication platform.

(See Appendix 4 for Parental consent for the use of Zoom)

(See Appendix 5 and 6 –Tips for Parents/Tips for Teachers, when using Zoom)

PDST

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 cannot re-join 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:

- 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 cannot re-join the room afterwards
- Maintain a log of calls and a record of attendance as you would do in general practice

Remote Learning-Acceptable Usage

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Safeguarding Statement and where appropriate, referrals should still be made to Tusla and as required, the Gardaí.

Online teaching should follow the same principles as set out in the Code of Conduct. St. Multose NS will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Remote Learning-Acceptable Usage

Guidelines for good online communication in St Multose NS:

1. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils during the normal school hours of 8.50am – 2.30pm via Seesaw. Pupils in 4th – 6th class will also be offered a weekly 'Zoom Call' check-in in their pods.
4. If a parent/guardian would like to talk with their child's class teacher, they can request a meeting via the school email stmultose@gmail.com . A phone call / Zoom call meeting will subsequently be arranged.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For security reasons, passwords will be provided to families, where applicable.
8. In the case that a meeting is arranged via phone call, each staff member is permitted to use their personal mobile phone. Staff members must ensure that their caller ID is private. Parents will know to expect a phone call from a private number during the agreed time.
9. Parents can ring the school mobile (086 037 0254) if they need to urgently speak with school personnel during school hours (8:50am – 2:30pm).

Guidelines for staff members using online communication methods:

1. Staff members will communicate with pupils during the normal school hours of 8.50am – 2.30pm via Seesaw. Pupils in 4th – 6th class will also be offered a weekly 'Zoom Call' check-in in their pods.
2. Parents/Guardians can request a parent teacher meeting via the school email stmultose@gmail.com . A phone call / Zoom call meeting will subsequently be arranged.
3. In the case that a parent teacher meeting is arranged via phone call, each staff member is permitted to use their personal mobile phone. Staff members will ensure that their caller ID is private. Parents will know to expect a phone call from a private number during the agreed time.
4. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
5. Staff members will seek to become familiar with apps before using them with pupils.
6. Staff will check that consent has been given, before setting up a pupil profile for an online app.
7. Staff members will report any concerns regarding online behaviour or interactions to school management.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

Guidelines for parents and guardians:

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils 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

This policy will be reviewed and updated as new legislation and/or good practice guidelines become available. Updated policies are ratified by the Board of Management and uploaded to our school website.

Cyberbullying

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them.

All teachers will educate their classes on netiquette and cyberbullying using the Stay Safe programme, lessons from My Selfie and the Wider World, additional resources from webwise.ie, Friends for Life programme, as well as outside agencies: e.g. Community Garda, Cybersafe Ireland AND KSYY.

Guidelines

- Any form of harassment using electronic devices, commonly known as cyberbullying, is prohibited and will not be tolerated.
- Pupils are encouraged to report an incident or any communication that constitutes cyberbullying to their class teacher or the school principal.
- The school will take any report of cyberbullying seriously and will investigate credible reports immediately.
- Pupils who make a report are requested to preserve evidence of cyberbullying, e.g. a screenshot or a copy of an email, text message, picture or any other electronic form.
- Staff will take appropriate action and will immediately bring it to the attention of the principal when pupils report an incident of cyberbullying.
- Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.
- Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

Sanctions

Parents sign up to our school Code of Behaviour when completing an Application Form for St. Multose N.S. In third class, pupils sign the document "Rules for Responsible Use". By signing these rules, they agree to be responsible when using the school's computers, internet and email. This document places responsibility on the individual pupil to display common sense and netiquette when accessing online materials (see appendix 1). This document is revised at the start of each school year to remind pupils of their responsibilities around safe online internet use.

Misuse of the Internet, including bullying or discrediting others, may result in disciplinary action, including written warnings, withdrawal of internet access privileges and, in extreme cases, suspension or expulsion (as outlined in the Code of Conduct Policy). The school also reserves the right to report any illegal activities to the appropriate authorities.

Staff Use

As per the Data Protection Policy, all teachers, SNAs and Ancillary Staff in St. Multose School are bound by the Data Protection Act (1998) and its amendment (2003). Staff is prohibited from accessing material of a personal nature (email, storage accounts, Google, etc.) on their school laptops or iPads. Mobile phone use is also restricted except in exceptional circumstances.

No pupil files may be taken from the school, whether they are digital or paper copies, due to the sensitive nature of the material.

Parent/Teacher meetings (apart from whole school meetings) are to be conducted in a data clear area: i.e. there should be no personal or pupil files/copies/books visible in hard copy or digital.

Stop Cyberbullying:

Tips for Parents

It is very important that you listen to your child when they come to you with an issue relating to bullying.

Encourage your child to be careful about disclosing personal information. Being conscious of when and where it is alright to reveal personal information is vital. A simple rule could be that the child should not give out name, phone number or picture without your approval. Never give out personal information (PIN) etc. Online everyone is a stranger. Don't talk to or accept anything from strangers.

Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives. The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents.

Know your child's net use. To be able to guide your child about Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.

Encourage good Netiquette. Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters), not harassing others or provoking fights online. You should not read another's email or copy protected material.

Some Tips for Young People

- Do trust your instincts. If it does not look or feel right, it probably is not. If you find something online that you do not like or makes you feel uncomfortable, turn off the computer and tell an adult.
- Do not keep this to yourself! You are NOT alone! Tell an adult you know and trust!
- Do not delete messages from cyberbullies. You do not have to read it but keep it; it is your evidence.
- Do not send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a "Flame" (angry message) to someone else. Once you have sent a message, it is very hard to undo the damage.
- Do not open messages from people you do not know.
- Do not reply to messages from cyberbullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they have got you worried and upset. They are trying to mess with your mind and control you, to put fear into you. Do not give them that pleasure.

What to do if you are cyberbullied

- Tell your parents or a trusted adult.
- Do not retaliate – this will only feed into the cyber bully's power and could make other people think you are part of the problem.
- Try to ignore the cyberbully.
- Block the bully from your site.
- Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.
- Show or give the record of bullying messages to your parents. If the cyberbullying persists or gets worse, your parent or trusted adult can:
 - File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website's home page for reporting concerns.
 - Contact the Gardaí if the cyberbullying contains any threats.

Appendix 1: St. Multose N.S. Rules for Responsible Internet Use (Pupil Form)

The school has installed Chromebooks, laptop computers and iPads with Internet access to help our learning.

These rules will help keep us safe and help us be fair to others.

Using the computers:

1. I will not access other people's files
2. I will not use memory sticks, cameras, iPads, iPads, laptops, mobile phones, or MP3 players without the permission of the teacher
3. I will treat all the computer equipment with respect

Using the Internet:

1. The use of the Internet is for educational purposes only
2. I will not use the Internet, unless given permission by a teacher
3. I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
4. I understand that the school may check my computer files and may monitor the Internet sites I visit
5. I will not complete and send forms without permission from my teacher
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites
7. I will not upload or download non-approved material

Using e-mail:

1. I will ask permission from a teacher before checking the e-mail
2. I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself
3. I understand that e-mail messages I receive or send may be read by others
4. The messages I send will be polite and responsible
5. I will only e-mail people I know or my teacher has approved
6. I will only send an e-mail when it has been checked by a teacher
7. I will not give my full name, my home address or telephone number or that of anyone else
8. I will not send or open attachments without the permission of the teacher

I understand that failure to comply with the rules will mean withdrawal of Internet privileges.

Signed: _____

Class: _____

Date: _____

Digital Technology Policy

Specific aims for ICT use in the primary school include:

(Source: ICT in Primary Schools-Guidelines for Teachers)

- To enable the child to use a range of ICT tools in a relevant curriculum context
- To enable the child to develop and use ICT skills in the attainment of curriculum learning objectives
- To foster the child's confidence in his or her use of ICT, through enjoyable learning experiences
- To develop the child's understanding and practice of the safe use of ICT
- To enable the child to overcome barriers of access to learning resources caused by geographic location, culture, or language
- To enable the child to use ICT to support his or her learning effectively and creatively
- To inform the child's attitudes regarding the role of ICT in society, including the benefits and challenges of ICT use
- To support the development of the child's social skills through cooperative learning and problem-solving

St. Multose N.S. e-Learning Vision Statement

In St. Multose NS, everyone gets opportunities to succeed in a creative and safe digital environment.

Aims:

In St. Multose we aim:

- To use Digital Technology as an effective and efficient teaching, learning, communication and management tool throughout the school.
- To continuously improve the digital technology skills of pupils and staff.
- To enable all pupils and staff to be confident, competent and independent users of digital technology.
- To provide access to high quality digital technology resources and support for staff and students.
- To motivate and inspire pupils and raise standards.
- To develop knowledge, skills and attitudes that will enable the child to use digital technologies to support his/her learning in appropriate ways.
- To enable the child to acquire and apply digital technology skills in the attainment of appropriate curriculum objectives across the range of subjects.
- To enable the child to experience a wide range of digital technology tools and resources in relevant curriculum contexts.
- To encourage the child to use digital technology to critically and creatively and to be discriminating in the selection, analysis and presentation of information.
- To enable the child to gain hands-on experience of a range of available technologies and to explore their potential in the classroom.
- To foster confidence in the use of digital technology through enjoyable collaborative learning experiences in which each child can experience success.

- To raise the child's awareness of the significance and impact of modern technology on the social, economic, cultural and other dimensions of society.
- To develop an appreciation of the use of digital technology in the context of the wider world.
- To enrich learning and promote both autonomous study and group work.
- To develop pupils' ability to use digital technology appropriately and choose software suitable for a particular task.
- To provide opportunities for all students to further their own learning in all subjects through the use of digital technology.
- To develop digital technology skills through curriculum contexts.
- To encourage problem-solving and investigative work.
- To foster group work, sharing and collaboration between peers.
- To use digital technology to develop partnerships beyond the school.
- To celebrate success in the use of digital technology.
- To care for and respect equipment.
- To share resources.

(See Appendix 1 for our current eLearning framework).

Rationale

St. Multose N.S. recognises the importance of equipping all pupils for a future in which technological awareness and digital technology skills are of the utmost importance. We believe that digital technology can play a key role in furthering the teaching and learning in our school, and we are committed to keeping our school at the forefront of digital learning.

Internet Access

Internet access is planned to enrich and extend learning activities and is an integrated part of the teaching and learning across curriculum areas in St. Multose N.S. Pupils receive guidance when using the Internet and its use is supervised. Pupils are taught what is acceptable and what is unacceptable. Pupils are encouraged to report immediately any offensive materials which they may access, to a responsible adult. They are given clear objectives for Internet use. To guard against accidental access to materials which are inappropriate we access the Internet by means of the Schools Wi-Fi programme which applies filtration to internet content.

Digital Technology ICT Skills to be fostered in St. Multose N.S.

We believe that it is of the utmost importance that digital technology skills be fostered in our pupils. To this end, we will follow the basic guidelines as outlined in the 'Revised ICT Framework - A Structured Approach to ICT in the Curriculum and Assessment' published by the NCCA in November 2007. (See Appendix 2 for a school rota outlining class allocation of iPads and laptops).

Some of the skills to be learned are outlined below:

Infants:

- Be able to turn on and off the iPad/Chromebook
- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Navigate and use iPads for various literacy and numeracy apps
- Become familiar with the use of PowerPoint as a teaching medium

First & Second Class:

- Be able to turn on and off (shut down) the computer (iPad/Chromebook)
- Insert and eject discs and CDs/memory keys (are this relevant anymore?)
- Manipulate mouse and keyboard
- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Understand the use of basic function keys – caps, space, delete, fada etc.
- Format text e.g. Change to bold, underline etc
- Change fonts and font size
- Print and save their work
- Use drop-down menus and select function
- Integrate with reading words such as enter/click/double-click/delete/return
- Curriculum integration reading and writing (word processing), maths, spelling, tables etc.

Third to Sixth Classes:

- Keyboard skills
- File management
- Editing
- Word processing
- PowerPoint presentations
- Printing
- Use of USB storage devices
- Use Internet for information gathering
- Use of email
- Running/loading software

ICT in the Primary School Curriculum

In St. Multose N.S., we believe that digital technology has a huge role to play in the teaching and learning of all areas of the Primary School Curriculum. Elements of digital technology are integrated into most subjects of the curriculum, to empower our pupils to learn by interacting with a wide variety of media. St. Multose N.S. informs all new parents that their children will have access to the Mathletics resources at home via a personal username and password. Since the school's instant closure on 12th March 2020 and no forewarning, permission was sought from parents and our pupils were set up on Seesaw. Under these exceptional circumstances, the school shared each child's password and QR code via email.

The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without prior parental consent. The school will ensure that the image files are appropriately named. The school will not use pupils' names in image file or names or ALT tags if published on the web. Parental permission is requested via Acceptable Usage Policy permission prior to photographs being displayed. It is also requested that both Pupils and Parents sign the permission form prior to pupils being given access to the internet in the school.

Summary of School Audit Current Infrastructure

- Each classroom is equipped with a laptop and an Interactive Whiteboard (one classroom has a stand mounted mobile board). There is one other school visualiser which is shared. (One classroom has a visualiser of its own)
- All support teachers have a laptop to be used with their pupils.
- All computers are networked and can wirelessly connect to the internet.
- We have a dedicated storage cabinet which houses the 12 iPads and 12 Chromebooks and chargers. We have an additional 4 laptops which are used for research and word processing.
- The office is equipped with a desktop, photocopier, scanner and a colour printer.
- The school uses two digital cameras which it shares between classes.
- The school also has a mobile phone.

Current ICT Educational Resources

(See Appendix 3 which details all digital technology equipment and their associated Model Numbers)

- Computers are used as a medium of teaching and learning in all the classrooms, and there is also a timetable in place for each class to have access to the iPads/laptops room. This is also displayed on the charging unit.
- Current usage includes; - Pre-reading and early reading work; - Pre-number and early number work; - Mathematical application; - Development of thinking and problem solving skills; - Word processing, - Desktop publishing; - Use of multimedia

encyclopaedia and typing skills; - Internet work; - Presentation of project work; - Creating art work; - Spelling; - Development of fine motor skills; - Music composition and recording. Additional Information ICT Co-ordination

- Each piece of ICT equipment is labelled with a number for ease of software filing etc.
- Anti-Virus Protection is installed on all computers.

Access

- Pupils (under adult supervision) and teachers have access to ICT.

ICT for Special Needs Education

- All support teachers have a laptop for use in their rooms, as we recognise the potential of digital technology to enhance the learning opportunities for pupils with special needs.
- Children with specific writing, reading and numeracy needs use digital technology to provide alternative and complementary educational experiences.
- Laptops and specialised keyboards are also provided where appropriate.
- Pupils in receipt of assistive technology have full access to their notebooks/laptops/iPads throughout the school day (as detailed in our Assistive Technology Policy).

Exceptional Students

- Digital technology is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment.

Administration Database

As of May 2020, Aladdin is being used by St Multose N.S.

Technical Support & Maintenance

Maintenance is carried out by Sharon Nestor who receives technical support and help from Chris Baker, an I.T. specialist and parent in the school. St Multose N.S. also uses a dedicated helpline for Promethean boards (as needed). We also seek assistance where necessary from the PDST and CESI emailing list.

Security

- Each teacher is asked to store their laptop securely at the end of the day.
- Each teacher is asked to delete any confidential information before passing it on to another member of staff.
- See AUP Policy for acceptable 'Teacher Use' and laptops, information and other devices.

ICT co-ordinator: Sharon Nestor – 5th and 6th class teacher

Teacher Continuous Professional Development (C.P.D.)

It is the role of the ICT co-ordinator to provide teachers with information regarding relevant courses from the National Centre for Technology in Education (NCTE), and other online courses and support groups available in the area of ICT.

This may include:

- Whole staff training on ICT Integration
- Training in Website Development and Blogging
- Training in the area of Multimedia Authoring (e.g., using Digital Video, etc.)
- Basic troubleshooting and network management information
- Hardware support and advice (Interactive Whiteboards, Visualisers, etc.)

Health & Safety

All pupils receive introductory sessions dealing with Health and Safety issues. These include showing pupils how to adjust the brightness and contrast settings of monitors as well as the correct keyboard and seating position. Pupils also receive instruction on the correct procedure for using a mouse and are regularly reminded not to look directly into the projector beam when using the interactive whiteboard. Lessons involving the use of digital technology should be structured to ensure that there are periodic breaks where pupils' attention is directed away from the monitor to a distant object such as the teacher or interactive whiteboard. All equipment is checked regularly. Regular Risk Assessment surveys are conducted by the designated Health & Safety representative and digital technology Co-ordinator, faults are logged and appropriate action taken.

- All new computers purchased will comply with European regulations regarding radiation.
- Dedicated power points are installed for all computers, and fused plugs used.

Service Providers

- Eircom ISDN line is supplied to the school at present.
- ScoilNet

Licences

All software used in St. Multose N.S. is fully licensed.

School Website

Our school has its own school website, which is hosted at www.stmultosens.ie. School newsletters, information for pupils and parents and other news items are regularly added.

School policies that are relevant to parents will also be added to this site.

Ratification and communication

All policies are reviewed regularly and ratified by the Board of Management. This policy is available to view in the office and it is posted on our school website.

Signed: _____
Chairperson of the Board of Management
Daniel Emerson

Date: _____

Appendix 1 (Updated)

Current eLearning framework. This is due to be revised and expanded in 2020.

Past	Current	Future
8 laptops	4 laptops (research only) Updated to Windows 10	Maintain
1 desktop	1 desktop	Upgrade 2020
1 colour printer	1 colour printer	Maintain
1 photocopier	1 photocopier (upgraded 2018)	Maintain
3 interactive whiteboards	3 interactive whiteboards (1 mobile)	Upgrade to mobile boards in each classroom
Wire connection internet	Wi-Fi connectivity	Maintain current service.
1 scanner	1 scanner	Maintain
1 tablet	12 tablets	Maintain
	12 Chromebooks	Maintain
1 digital camera	2 digital cameras (1 for infant use)	Maintain
	1 data projector	Maintain
	2 visualiser	Maintain
	Classroom Sound Systems x 2	MIS system (updated May 2020)
	School Phone	
	4 classroom teacher laptops 2 SET laptops	Replace 1 classroom laptop 2020
	Social Media Education for Senior Classes (MySelfie/Webwise)	Introduce coding vertically to other classes

Appendix 2

Rota for iPad and laptop use

(COVID-19 Timetable)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30					
9:30-10:00					
10:00-10:50	Ms.Horan	Ms.Nestor	SET	Ms. Kingston	Ms. Curtin
	sos				
11:00-11:30					
11:30-12:00					
12:00-12:30					
	lón				
1:00-1:30					
1:30-2:00					
2:00-2:30					

Appendix 3

Model Numbers for all ICT Equipment

Chromebook 1	NXGHJEK00272202267600	Chromebook 2	NXGHJEK002722061DC7600
Chromebook 3	NXGHJEK0027220614A7600	Chromebook 4	NXGHJEK002722061D87600
Chromebook 5	NXGHJEK0027220614E7600	Chromebook 6	NXGHJEK002722061167600
Chromebook 7	NXGHJEK002722061FC7600	Chromebook 8	NXGHJEK002722061D27600
Chromebook 9	NXGHJEK002722061197600	Chromebook 10	NXGHJEK002722061B97600
Chromebook 11	NXGC2EK004913028E07200	Chromebook 12	NXGC2EK0049130288B7200
iPad 1	DMPQ55YHFK14	iPad 2	DMPQ57JRFK14
iPad 3	DMPT4UA3HG5G	iPad 4	DMQT2CFBHG5G
iPad 5	DMQT258CHG5G	iPad 6	DMQT2C6DHG5G
iPad 7	DMPT5AP9HG5G	iPad 8	DMQT2873HG5G
iPad 9	DMPT5CMWHG5G	iPad 10	DMQT2867HG5G
iPad 11	GG7Y2TJGJF8J	iPad 12	GG7Y2YIMJF8J
Laptop 1	00186067888966	Laptop 2	00186067888968
Laptop 3	00186067888967	Laptop 4	00186067888972
Interactive Whiteboard Mobile Laptop	GG181500003045 2A668414K	Interactive Whiteboard (Ms. Horan) Laptop	CO907100804 4K218661H
Interactive Whiteboard (Ms. Curtin) Laptop	CO907100803 4K2186448H	Interactive Whiteboard (Miss Kingston) Laptop	C1307310456 YLNC082379
Interactive Whiteboard (Ms. Nestor) Laptop	CO907100805 2A668352K	SET Room X2 laptops	4K218652H 4K218668H (spare)
Digital camera (school)	40181700	Digital camera (Infants)	6TS29352
Digital camera (red)	833060025427		
Data projector		Visualiser	A03F23639
Scanner	KJUR24514	Desktop	FXWF3HA078886
Colour printer	CNFF925724	Photocopier	A7AK027003129
Huawei Y6 2019	MRD – LX1N	School Phone	9.1.0.290 (IRLC55E7R1P6)
Sound System (Ms. Curtin)	CHR-303 ROHS UB 00320158	Sound System (Miss Kingston)	RD0185947

Appendix 4

Letter requesting parental permission for the use of Zoom

Dear Parent/Guardian,

In order to continue to meet the educational goals during a possible school closure due to COVID-19, and to reaffirm our commitment to always having the wellbeing of our pupils at its core, St. Multose N.S. will be providing weekly sessions, through which senior class teachers (Ms. Kingston and Ms. Nestor), will facilitate a weekly pod 'catch-up' session through the online platform Zoom. The class teachers will be accompanied by Special Education Teachers for each Zoom Call. We will use the platform Zoom to interact and stay connected. This letter seeks consent for your child to utilise Zoom for distance-based, weekly, virtual pod meeting purposes.

Please review Zoom's privacy terms and conditions carefully. <http://zoom.us/privacy>.

What is Zoom?

Zoom is a platform to provide safe video and chat-based educational and fun experiences on computers, tablets and smart phones.

How will Zoom work for our pupils?

Senior class teachers will host "meetings" through the school Zoom account, and can then invite pod members, only through their parent/guardian, to join the meeting. Neither pupils nor parent/guardians need Zoom accounts, but you will need access to the internet and a computer, phone, or tablet. You will also need a quiet space for your child to participate in Zoom meetings where they will also be able to be supervised by an adult.

How will we use Zoom?

Through video conferencing, we will virtually gather pod members for a scheduled weekly 'catch-up' chat. This will allow pupils to connect and engage with each other and their teacher online.

Our commitment to keeping the pupils safe is always our number one priority. St. Multose N.S. will actively monitor member activity on Zoom and will make every effort to protect member information by, among other things, maintaining control of, and access to, the data collected; prohibiting re-disclosure of member information; limiting the purposes for which the online platforms may use member information; ensuring there is no advertising and that no member information is collected for commercial purposes.

Further, all activities online must comply with St. Multose N.S. Acceptable Usage Policy, which is available to view on our school website.

Please read and make yourself aware of the following guidelines before consenting to the use of Zoom.

Parent and Pupil Zoom

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

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, 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.
 3. Every Zoom call will be supervised by an adult (in the background) for child protection reasons and to deal with any technical difficulties.
 4. Attendees should be dressed appropriately.
 5. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
 6. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
 7. The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.
 8. The Zoom meeting will 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 will not be able to gain access even with meeting ID.
 9. 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.
 10. Lastly the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.
-

I _____, parent/guardian of _____, give permission for my son/daughter, to take part in a weekly Zoom conference with their class teacher. I have read the guidelines attached with this consent.

Signed

Date

Appendix 5

Tips for Parents (Zoom)

1. If your child is using Zoom to participate on classes with their teacher, you can expect that the teachers will have put in place precautions such as two-factor authentication with a meeting ID and user password and locking the session so that no new participants can join. If you have concerns, check in with the teacher to see if the session is password protected and the class secure.
2. If your child is using Zoom to chat/meet with friends, take the time to ensure that they understand how to use the App safely and that they are familiar with the security features.
3. Remind your child, that as with any App or online facility, they shouldn't be video chatting with strangers or people they don't know in person and that they should never join a meeting or accept a request from someone you don't actually know.. Also remind them that they should avoid saying or doing anything on video that they wouldn't feel comfortable having shared outside the group.
4. Make sure you and your child consider what background is visible when they are on zoom so as the privacy of other family members and the security of the home is protected. Virtual backgrounds are not allowed. Please sit your child in front of a neutral, blank background.
5. Explain in an age appropriate way what 'Zoom bombing' is and instruct them to tell you or another trusted adult if something happens online that makes them feel scared or uncomfortable.
6. As with any online activity, it is important for parents to monitor their child's video chats. That does not mean hovering over their shoulder all day - but it does mean keeping an eye and an ear out at frequent intervals. And now, more than ever, be sure to keep all devices out of bedrooms.

Appendix 6

Tips for Teachers

- Lock your classroom
If your class has started and all your pupils have arrived, you can lock your virtual classroom, so that no one else can join.
- Use virtual waiting rooms
Use this feature to hold potential participants in a separate "waiting room", so you can check who they are before allowing them entry. There is also a setting to allow known students to skip the waiting room, so you don't have to manually allow 30 pupils every time.
- Limit screen sharing
Make sure your pupils do not take control of the screen and prevent them from sharing random content by limiting screen sharing, so only you as the teacher (host) can present to the class.
- Disable private messaging
Prevent distractions among your class by stopping private messaging between pupils, so they cannot talk to one another without your knowledge.
- Allow only signed-in users to join
If someone tries to join your event and is not logged into Zoom with the email they were invited through, they will receive a message inviting them to either sign in or leave.
- Set up your own two-factor authentication
Generate a random meeting ID when scheduling your event and require a password to join.
- Remove unwanted or disruptive participants
From the participants menu, you can hover over a person's name, and several options will appear – including "remove".
- Disable video
Hosts can turn someone's video off. This will allow you to block unwanted, distracting or inappropriate gestures on video.
- Put people on hold
You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select "start attendee on hold" to activate this feature. Click "take off hold" in the participants' list when you're ready to have them back.
- Mute participants
Hosts can block unwanted, distracting, or inappropriate noise from other participants by muting them. You can also enable "mute upon entry" in your settings.
- Turn off file transfer
In-meeting file transfer allows people to share files through the chat. Toggle this off to keep the chat from getting bombarded with unsolicited content.

Appendix 7
Sample Remote Learning Rules for Pupils



WORK SPACE

Choose a workspace that is suitable for the online classroom.



Be aware of what others will see in the background.

SHHHHH...!

Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



BE ON TIME

Turn up – the class is to help you and your learning

Be on time for your online classes



NO PHOTOS

Do not take screenshots or photos of others online



SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



PRESENTATION

Dress appropriately



SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



RESPECT

Respect everyone's views online



ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt

