Acceptable Usage Policy (AUP)

Bennekerry N.S.

Aim

The aim of this Internet 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. This ICT Acceptable Use Policy establishes guidelines for using school computers and internet access in an appropriate way. If the school's Acceptable Use Policy (AUP) is not adhered to, access will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour, will be imposed.

It is envisaged that the Board of Management will review the AUP regularly. Parents should read the AUP before signing the relevant form, to ensure that the conditions of use are accepted and understood.

School's Strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are outlined in the following sections of the policy.

General

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

World Wide Web

- Internet will be used for educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- The school will regularly monitor pupils' Internet usage.
- Pupils will be made aware of the importance of Internet Safety as part of SPHE.
- Pupils will be taught to evaluate the content of the Internet sites.
- Teachers will be made aware of Internet Safety issues.
- Uploading and downloading of non-approved material is forbidden
- Virus protection software will be used and updated on a regular basis.
- The use of external storage devices or CD-ROMs/DVDs in school requires a teacher's permission.

Advice for Parents

Parents and guardians are advised to encourage safe internet usage and monitor their children's online activity. Limited time use for internet usage and appropriate filtering are strongly advised.

The school recommends that primary school children should not take part in social media groups and reminds parents/children that there are strict age limits on membership of most social media platforms. Internet usage should be confined to places in the home that are easily supervised. The use of devices with internet connectivity should be avoided in pupils' bedrooms.

Personal Devices

Pupils are not permitted to bring mobile phones to school. The possession or use of a personal mobile phone or any electronic device by a pupil anywhere on the school premises or during school related activities is forbidden. Any infringement of this rule will involve the confiscation of the phone or piece of equipment for a full week from the date of confiscation. It will only be returned to the parent or guardian of the pupil.

Cyberbullving

Bullying is defined in the Anti-Bullying Procedures for Primary and Post-Primary Schools as "unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time". This definition includes cyberbullying, even when it happens outside of school hours. Additionally, the posting of an offensive comment online is considered to be cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Anti- Bullying Policy and Code of Behaviour.

Sanctions

The misuse or the unlawful use of the Internet or ICT equipment during school/class time by pupils will result in disciplinary action as outlined in the School's Code of Behaviour.

- Uploading and downloading of non-approved material is forbidden
- Virus protection software will be used and updated on a regular basis.
- The use of external storage devices or CD-ROMs/DVDs in school requires a teacher's permission.
- Pupils will observe good 'netiquette' (etiquette on the Internet) at all times and will not undertake any action that may bring the pupil, his/her family or the school into disrepute.
- 'YouTube' (and other similar sites) can be accessed only under the supervision and direction of the teacher.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

E-mail

Pupils will not be permitted to access e-mail accounts unless they are under the close supervision of a teacher.

Internet Chat

Pupils will not be pennitted to access chat rooms, discussion forums or other electronic communication forums at school unless they are under the close supervision of a teacher.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of pupils' work will be co-ordinated by a teacher.

- Pupils' work will appear in an educational context on the school website.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information such as home address and contact details will not be used on the school website
- Pupils will continue to own the copyright on any work published.
- Parental permission is sought prior to enrolment to pennit the inclusion of children's photographs on the school website.
- Permission is sought from staff members and members of the Board of Management before photographs of them may be included on the school website.

Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges. In extremely serious cases, suspension or expulsion may be considered.

The school reserves the right to report any illegal activities to the appropriate authorities.

Internet Safety Advice

Bennekerry N.S. will endeavour to inform pupils and parents of key support structures and organisations that deal with illegal material and harmful use of the internet, as the need arises. The Parents Association will endeavour to provide regular information seminars for parents in the school on Internet safety and related issues.

Useful websites for further information on online and communications technology.

- www.iab.ie (Internet Advisory Board)
- www.esafetv.ie (Internet Safety Seminars for Schools/Parents)
- www.ncte.ie (Information on ICT in Education)
- www.saferintemetdav.ie (Includes information on Safer Internet Day)
- www.webwise.ie (Information advice and tools to parents, teachers and students)

Webwise is the NCTE's (National Centre for Technology in Education) internet safety initiative.

Links with other School Policies

This policy is linked to the following school policies:

- Child Protection Policy
- Code of Behaviour
- Anti-Bullying
  Policy

The Board of Management of Bennekerry N.S. ratified this policy at its meeting on the

31 st May 2017.

Chairperson BOM: _____

Amended on 12- 06- 2018

Appendix 1 to Acceptable Usage Policy

Remote Teaching and Learning Plan for Bennekerry National School

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how the school will maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils through various means.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Mobile Phone or Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

a) The Education Act (1998)

b) Education (Welfare) Act (2000)

c) Equal Status Act (2000)

d) Education for Persons with Special Educational Needs Act (2004)

e) Disability Act (2005)

f) Children First Act (2017)

g) GDPR

h) Data Protection Act (2018)

i) Department of Education: Child Protection Procedures for Primary schools

j) NEWB Guidelines for Developing a Code of Behaviour (2008).

k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)

l) DES Guidance on Continuity of Schooling: Supporting Primary Pupils at very High Risk to Covid 19 (August 2020).

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century, Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

We recognize that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Bennekerry N.S. uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Distance Learning and Communicating

In circumstances where teaching cannot be conducted on the school premises, teachers, acting under the direction of the principal, will set suggested work for the pupils each week. In setting this work, teachers will be mindful of the fact that circumstances vary hugely from household to household, and while some may have access to a range of technological devices, others may not have that privilege. Also, broadband availability and speeds will differ greatly, depending on the area. Thus, teachers are asked to provide a variety of learning opportunities, at least some of which are not dependent on technology and educational websites/apps.

1: School App- Aladdin Connect:

Staff will communicate regularly with parents and pupils via the school App. All families are asked to download this app and to check it daily for updates and important information. Teachers will post work for pupils each week, either before 3pm on Friday or before 9:30am on Monday, on Aladdin Connect or on Seesaw.

2. Email:

Each teacher will be assigned a class e-mail address through which he/she will communicate with parents/guardians and vice-versa. Teachers are not expected to address parental enquiries outside of school hours (9:20 -3pm) and such queries should relate strictly to your child's teaching and learning.

3: Seesaw:

The Seesaw Class App allows our pupils to connect to their folder and they then have the option of uploading items to their folder for their teacher to see. This app is used throughout the school and requires a QR code. Each child will be assigned an individual access code early in each school year. Unfortunately, single family log in is not facilitated on Seesaw.

The school will use Seesaw as a means of engagement in relation to some aspects of homework. This platform allows for communication and feedback between the parties. Teachers control what is shared and with whom. No parent or child will have access to the work of another pupil, unless the other child is within their own family. Teachers can choose to invite family members to see the work their child has added to Seesaw or post some items more publicly (such as to a Seesaw blog). Public posting will not be done without parental consent.

Only material that has been asked for by your child's teacher(s) should be posted on Seesaw. Parental supervision is required to ensure that nothing else is posted. Our use of Seesaw is intended as a two-way platform for the sharing of work between the pupils and teachers. The teachers can use it to assign work and can also give feedback on work which has been submitted. It is not to be used as a communication tool between parents and teachers or indeed pupils and teachers on anything that is not homework related. In the normal course of events when the school is open, such communications should take place in the usual manner, a note in the pupil's journal or perhaps in an envelope or a phone call to the school office to arrange for a conversation.

Teachers may occasionally record short voice messages or video messages which they may send to the pupils as attachments through Aladdin Connect or Seesaw. Pupils may also record voice messages or short videos which can be sent by their parents back to the teachers via Seesaw or Aladdin Connect. These recordings might, for example, be of the child reading a book, a poem, or a piece of their own work aloud. They might show project work or give opinions on perhaps a piece of recommended reading or a film. Any such recordings should be listened to/viewed by parents before being submitted to the teacher. They will then be listened to or viewed by the teacher and perhaps an SET or SNA who has been working with the child, or the school Principal. Feedback may be given, but the recordings will not be shared or published on the school website or twitter without permission of the parent(s).

Teachers may also communicate with their class by using voiceovers on "Powerpoint" or "Google Slides" presentations. Any educational websites, You Tube videos, virtual tours etc. which are recommended for viewing by pupils will be carefully checked by teacher for suitability. It is strongly advised that there should be parental supervision at all times while pupils are engaged in online activities.

4. Phone:

On occasion, teachers may contact parents by phone. Since the school phone may not be available for use during school closures, teachers may be compelled to use their own personal phones for such calls. In this case, they are advised to change the settings to switch off their Caller ID to protect their privacy. If the parent would like the teacher to speak to a pupil, the parent should be asked to remain in the room with the child for the duration of the call. With the agreement of all, the call could be put on speaker phone. Teachers will not contact pupils on the pupils' personal phones.

Staff members will adhere to school guidelines on the use of platforms for live engagement. Staff meetings, ISM meetings, Parents' Association Meetings and BOM meetings may be held using such live platforms.

To maintain the security and integrity of meetings….
1. Meetings will be password protected
2. Users will be authenticated
3. Users will not be allowed to join before host
4. Participant screen sharing will be disabled and will only be enabled by host if screen sharing is required and appropriate

5. Randomly generated ID number will be used
6. The waiting rooms feature will be used so that unknown users may not join
7. Participants are asked to ensure that they are in a suitable location where they cannot be overheard and preferably not interrupted. Should such an interruption occur, participants are asked to mute their audio and mic. and leave the meeting temporarily until such time as they are free to return.
8. Participants are always expected to listen to one another and behave courteously
9. Microphones should be muted when participants are not talking. It should only be turned on when participants are invited to speak. Muting your microphone when you're not speaking allows others to share their thoughts without distraction or frustration.
10. The hand icon can be used to show you would like to speak
11. Be respectful always when using Chat.

If teachers are using Zoom or other live hosting platforms, parents' / guardians' email addresses will be used for children to access lessons or meetings.

For video/Zoom calls, parental permission is implied, since the link to a video call witl be communicated via the parent/guardjan's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.

Parents/guardians must agree to monitor their child's participation in any such lessons/meetings and to be in the room with the child for any one-to-one meetings or classes.

At least two members of staff will be logged on and remotely present during any meeting which involves pupils. If one is cut off due to poor internet connection, the other teacher will shut down the meeting if he/she is hosting or will ask the pupils to leave the meeting and will remain online until all pupils have done so. The meeting can be rescheduled and continued at another time. Bennekerry N.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios

A. Provision for children who are at very high risk to Covid 19:
The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at very high risk to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.
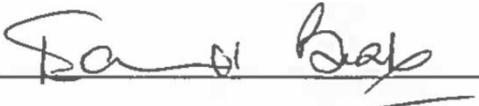
B. In the case of alt other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. Children who are awaiting Covid 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days. These pupils will be supported to catch up on their learning on their return to school.
2. Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period). Where possible, a teacher will link in with the pupil via See-Saw/ Aladdin Connect. These pupils will be supported to catch up on their learning on their return to school.
3. School POD instructed by HSE Pubic Health to self-isolate. Where possible, a teacher will link in with the pupil via See-Saw/ Aladdin Connect. These pupils will be supported to catch up on their learning on their return to school.
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). A teacher will engage with the bubble regularly on Seesaw/Aladdin Connect.

5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health) Teachers will engage with pupils using Seesaw/Aladdin Connect and will ensure that a variety of learning opportunities, at least some of which are not dependent on technology and educational websites/apps are provided.

This plan was ratified by the BOM NS at its meeting on:_____ 12 - 10 - 2020 _____

and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: _____ (Chairperson BOM Bennekerry N.S.)

Signed: _____ (Principal)

*Recommended Apps

We suggest the following Apps for your child's use to develop literacy and numeracy skills if you can access them. If not, do not worry, they are helpful but not essential.

These are useful Apps which help to develop skills of numeracy

- **Kings of Maths:** Very good for mental arithmetic
- **Maths Quiz Gameshow:** Quizzes on various maths topics
- **Digiwhiz:** Very good for number fluency
- **5 Dice:** Exercises combining five numbers and operations to reach a target number
- **Wolfram Algebra-Course Assistant:** Multi-representational approach to algebra ● Maths Bingo: Good for basic arithmetic
- **Algebra Touch:** Demonstration of basic rules of addition/subtraction
- **Fraction Basic:** Lessons based on the different aspects of fractions
- **Tangrams:** app for puzzles and shape
- **NumbersGame:** An app which combines foreign languages and the numbers 1-10 ● Math GrS: topics such as number and operations, fractions and measuring etc are included
- **Wolfram Pre-Algebra Course Assistant:** Mufti-representational approach to algebra
- **Conundra Math:** Exercises combining three numbers and operations to reach a target number
- **Khan Academy:** Useful for maths for older pupils especially
- **Mathduel:** For tables. Fun and interactive

These are particularly good for developing literacy skills

- **Toontastic:** an excellent app for digital storytelling - pupits can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story

- **Puppetpals:** similar to toontastic - useful for younger pupils. They can record themselves telling the story also
- **Jolly Phonics App:** to keep up phonics learning for infant classes
- **Dolch words Apps:** (there is a wide range available): for the development of sight words
- **Nessy Apps:** for reading for pupils with dyslexia or difficulties
- **PinkFong:** Digital stories for infant classes. Excellent and engaging
- **Cúla 4:** Excellent for younger pupils for Irish vocab - very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish
- **Duolingo:** most suitable from 2nd crass upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily

To link with apps which are recommended by the PDST for literacy, click here

To link with apps which are recommended by the PDST for numeracy for middle and senior classes, click here

To link to apps which are recommended for numeracy by the PDST for Primary schools, click here

Useful websites recommended by the PDST:
- http://mathscircles.ie Useful problem solving exercises.
- http://nrich.maths.org/frontpage NRICH is a team of qualified teachers who are also practitioners in RICH mathematical thinking.
- http://www.havevougotmathseyes.com /Real life applications of mathematics
- http://seandetaney.com/2011/11/15/how-parents-can-help-their-chiid-learnmaths/#more4121deas from Dr.Sean Delaney on how parents can best help their children with their mathematics
- http://www.arcademicskillbuilders.com Online educational video games
- http://worksheets.theteachercorner.net Word puzzles e.g. Why is a manhole cover round?
- http://ie.ixl.com IXL is aligned to the Irish national curriculum.
- http:/ /www.mangahigh.com/en gb/games Short versions of free Maths games. Students can play full length versions for free if you create a school account and issue them with logins.
- http://nlvm.usu.edu Resources for various strands available. Scroll down to grades 9-12 for second level resources.
- http://www.thatquiz.orßl Very good quizzes and tests against the clock.
- http:/(www.mathplavground.com/geoboard.htm I Interactive geoboard
- http://www.theteachercorner.net/ A collection of educational worksheets, lesson plans, activities and resources for teachers and parents
- http://www.cngl.ie/ailo/ Puzzles in language, logic and linguistics
- http://www.icspliteracy.ie/num jcsp resources.ph p Access to JCSP numeracy resources
- http:llwww.mathsisfun.com/ Puzzles, games and worksheets
- http://www.tes.co.uk/ Useful resources for all subjects
- http://mrbartonmaths.com/ Maths resources for teachers, parents and student
- http://www.studvstack.com/ Mathematical literacy tool
- http://amathsdictionaryforkids.com/ dictionary.html An animated dictionary