



Two Mile House National School
Two Mile House, Naas, Co. Kildare
Roll No – 17968S

Principal – Adrian O'Connor
Tel 045 871200
email: office@twomilehouseschool.ie

Internet Acceptable Use Policy

General Approach

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. Two Mile House National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with Internet use.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 pupils who have access to and are users of the internet in Two Mile House National School. It also applies to members of staff, volunteers, parents and others who access the internet in Two Mile House National School.

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.

Two Mile House National School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Two Mile House National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Should serious online safety incidents take place, the Principal, Adrian O'Connor, should be informed.

Education

Two Mile House National School will undertake an education programme to educate pupils on the safe, responsible use of the Internet. The following resources may be used to implement this programme:



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- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Myselfie and the Wider World
- HTML Heroes Programme
- Use of the 'Kids' section of the www.webwise.ie website.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Content Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Two Mile House National School is filtered by the PDST in Technology (formerly NCTE). The access to websites from all school computers is monitored and regularly reviewed by the PDST. Websites are only allowed through following a verification of their suitability.

Firewalls

Windows has a built-in firewall. Two Mile House National School has installed anti-virus software.

Web Browsing and Downloading

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 the classroom to their teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Email and Messaging

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only



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2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Social Media

Two Mile House National School has a school Twitter account which is used to disseminate information and to highlight school related events and activities. Parents will be requested to give their consent for school work, photographs and/or videos of their child/children to be included on the Twitter page where appropriate. Two Mile House National School will avoid publishing the full name of pupils in video or photograph captions published on Twitter.

Use of instant messaging services and apps including Snapchat, What's App, G Chat etc. is not allowed in Two Mile House National School.

Staff, pupils and parents must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Two Mile House National School community.

Staff, pupils and parents must not discuss personal information about pupils, staff and other members of the Two Mile House National School community on social media.

Personal Devices

Pupils are not allowed to bring personal internet-enabled devices such as smart phones, tablets and gaming devices into Two Mile House National School.



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Images & Video

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.

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.

Measures are taken by Two Mile House National School to ensure that staff and pupils are aware that bullying is defined 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 cyber-bullying even when it happens outside the school or at night.

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

The prevention of cyber bullying is an integral part of the anti-bullying and cyberbullying policies of our school.

School Websites

Personal student information including home address and contact details will not be published on Two Mile House National School web pages.

Two Mile House National School will avoid publishing the full name of pupils in video or photograph captions published online.



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Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw and Zoom or other platforms approved by the Principal to assist with remote teaching and learning where necessary. Parents/Guardians must agree to ensure that their child's behaviour adheres to the acceptable usage policy and other relevant policies.

Seesaw

Seesaw is the online learning platform that will be used as a teaching tool for online learning in Two Mile House National School.

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)/laptop or tablet. It effectively enables teachers to set tasks or assignments and include instructions or templates for students to use at home. Your child is able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw portfolio and share them privately with their teachers to view and comment on. For more information, including and information video, visit <https://web.seesaw.me/parents>.

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.

- Class teachers will request consent from parents before Seesaw access codes are emailed to all parents/guardians.
- These access codes are passwords and should be treated as such.
- Parents/Guardians are responsible for their safe keeping and they should not be shared with anyone else.
- All online activity must be supervised by an adult.
- Parent/guardians are responsible for monitoring their child's use and engagement with the activities on Seesaw, including any information that is uploaded onto the platform.



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Zoom

The Zoom platform will be used to support distance learning as deemed appropriate, for example, a weekly check-in/wellbeing session with each class, to maintain a social connection between the school staff and the pupils.

- The class teacher will email the parents of the pupils in the class with the date and time of the meeting and to ask for email consent for their child to participate in the Zoom call.
- Consent must be emailed to the class teacher in order to receive the zoom invite, meeting ID and passcode.
- Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
- Passwords are required for all meetings to ensure that only invited attendees can attend.
- The 'Waiting room' feature should be enabled and participants will automatically enter the 'waiting room' when the password is entered. The host should join the meeting before admitting participants from the 'waiting room'.
- Participants are asked to log on with their full name as username.
- Consideration should be given to 'locking' the meeting once all the participants have been admitted.
- There should be two members of school staff in attendance during each call.
- Parents must not share the Zoom invitation and meeting access details with any other parent or third party.
- Parents should ensure that their child is on time for a scheduled video, or they may be locked out. Parents should request to join the Zoom call approximately five minutes before the scheduled start time.
- As a virtual class setting is very different to a face-to-face class setting, a parent/guardian or other responsible adult must be available to monitor and supervise the child during the Zoom call and also to help with any technical issues e.g. unmute child's microphone etc.
- Treat others with respect during Zoom calls. Listen when others are speaking.
- An appropriate location with an appropriate background, free from distractions, should be chosen for the Zoom call e.g. the kitchen/living room but not a bedroom.
- Participants in the call should be dressed appropriately.
- Participant's microphones should be muted when entering zoom calls. Microphones can be unmuted when it is your turn to talk. Raise your hand if you have a question or something to share.
- Under no circumstances can pictures or recordings be taken of video calls.

For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a call or in a call being immediately terminated.



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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:

- G.D.P.R (General Data Protection Regulation) 2018
- Data Protection Act 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Implementation and Review

The implementation of this Internet Acceptable Use policy will be monitored by the Board of Management and the staff of the school and will be reviewed regularly.

This policy was ratified by the Board of Management on 16th February 2021

Signed: Eddie Suleam
Chairperson Board of Management

Signed: Adrian O'Connor
Secretary/Principal

Date: 16-02-21



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Internet Permission Form

Please review the school Internet Acceptable Use Policy available on our website, www.tmhns.ie and sign and return this permission form to the Principal.

Pupil Name: _____

Class: _____

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

Pupil Signature: _____

Date: _____

As the parents or legal guardians of the above student, we have read the Acceptable Use Policy and grant permission for our son or daughter or the child in our care to access the Internet in school. We understand that Internet access is intended for educational purposes. We 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.

Signature: 1. _____ 2. _____

Parents/Guardians

Date: _____

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

Signature: 1. _____ 2. _____

Parents/Guardians

Date: _____