



## **St. Patrick's N.S.**

### **I.C.T. Policy**

The aim of this I.C.T Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school's I.C.T policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the I.C.T policy – will be imposed.

The Board of Management will review the I.C.T policy every 2 years. Before signing, the I.C.T policy should be read carefully to ensure that the conditions of use are accepted and understood. This review was completed in October 2020, following the 3-month school closure due to the Covid-19 pandemic.

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

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#### **Security Measures**

- Internet use by children in school will always be supervised by a teacher.
- St. Patrick's N.S. has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.
- The Irish Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and services including content filtering, webhosting, and security services. These services are managed by the NCTE working closely with the Department of Education and Science and are coordinated and supported by the NCTE Service Desk which is

the single point of contact for schools for all broadband related issues, providing information, advice and support to schools.

- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training and information in the area of Internet safety. (e.g. Webwise, HTML Heroes).
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks or other digital storage media in school requires a teacher's permission.
- Children are expected to respect computers, hardware, and software and not to intentionally waste limited resources in school such as paper or ink.
- Students will observe good "netiquette" (etiquette in the internet) at all times and will not undertake any actions that may bring the school into disrepute.

### **Use of the Internet**

- Students will use the Internet in school for educational purposes only.
- Students will fill out the pupil pledge annually.(see Appendix 2)
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students. The teacher should report the incident to the principal.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **Computers**

- Students should never leave their computer unattended when in use.

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

## **Email**

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

## **Legislation**

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

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

- The Data Protection Act 1988

### **School Website**

A designated teacher (Ms Clogher) will manage the publication of material on the school website.

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs will focus on groups and group activities rather than on individual pupils
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such
- Permission to publish a student's work will be sought from pupils/ parents/ guardians on the Enrolment form. This permission may be withdrawn at any time.

### **School Facebook Page**

A designated teacher (Ms Owen-Griffiths) will manage the publication of material on the school Facebook page.

- Parents provide written consent annually for the school Facebook page (see Appendix 1)
- Samples of pupil's work may be posted from time to time.
- Photographs & videos posted will focus mostly on groups rather than individuals.
- Personal pupil's information will be omitted from the school Facebook page.
- Pupils will continue to own copyright on any work published. The Facebook page will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.

### **Remote Learning**

- During the Covid-19 pandemic the Senior Room used Edmodo for the purposes of remote teaching & learning and interaction with pupils and parents.

- Text-a-parent is used for the purposes of school - related communication between teachers and parents (emails & texts).
- In the event of remote/blended learning in the future, these platforms will be utilised again including Edmodo in the Junior Room. Zoom may be used as a means of having a whole school assembly. The school's Remote Learning Policy 2020 contains additional information in this regard.

### **Staff**

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

### **Support Structures**

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- From time to time parents will receive information and advice regarding Internet safety in the home and cyber-bullying.

### **Sanctions**

- Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.
- Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.
- Intentional misuse of the Internet will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed by the Board of Management at a meeting on 07/10/2020.

The contract for parents and pupils will be distributed immediately and completed forms will be stored in the office.

Signed \_\_\_\_\_  
Chairperson BOM

Date \_\_\_\_\_



**Appendix 1; I.C.T Permission Form**

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Please review the school's I.C.T policy on our school website then sign and return this permission form to the class teacher.

**Pupil**

I agree to follow the school's I.C.T policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Pupil's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the I.C.T policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph**  **I do not accept the above paragraph**  *(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the I.C.T policy relating to publishing children's work on the school website.

**I accept the above paragraph**  **I do not accept the above paragraph**  *(Please tick as appropriate)*

My children's photographs may be uploaded to the school website from time to time. Names will not be published.

**I accept the above paragraph**  **I do not accept the above paragraph**  *(Please tick as appropriate)*

My children's (group & individual) photographs may be uploaded to the school FaceBook Page from time to time.

I accept the above paragraph  I do not accept the above paragraph  (Please tick as appropriate)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix 2 I.C.T Policy – Pupil Pledge

St. Patrick's National School has an I.C.T Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's Internet and digital media resources in a safe and effective manner.

My name is \_\_\_\_\_.

- I will take good care of my computer.
- I will never leave the computer unattended.
- I will keep food and drinks away from my computer since they may cause damage to the device.
- I will not disassemble any part of my computer or attempt any repairs.
- I will use my computer in ways that are appropriate.
- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I am fully aware that everything I do on a school computer/laptop is monitored by the school.
- I understand that my computer is subject to inspection at any time without notice.
- I will not clear the search history from my computer.
- I will never access my personal email account in school.
- I will never access chat rooms in school.
- I will only photograph people with their permission and when authorised to do so by the teacher.
- I will only use the camera or the microphone when my teacher tells me to.
- I will only use my computer as instructed by the teacher.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher

### **In and Out of school**

- I understand mobile phones are not permitted in school or on school trips.
- I will never send emails and comments that are harmful and hurtful to another person. I will never give out my name, address, phone number to anyone online.
- I will not share personal information about another person online.



- I will always use my Username and not my real name on websites so that I can protect my identity.
- I will never arrange to meet in person anyone I meet online.
- I will not use my device to take photos of people without their permission.
- I will not upload any photos without getting permission.
- My password is my own and I will not share it- even with my best friend.

I understand that if I deliberately break these rules, I could be stopped from using the internet/computers. I may lose other privileges also. My parents and if necessary the relevant authorities will be informed.

I agree to abide by the statements of this I.C.T policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_