

# Acceptable Use Policy

**Holy Family Junior School**

**Station Road  
Ennis  
Co. Clare**



September 2021

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. Online internet communication between teachers and home via online platform, e.g. Seesaw is to facilitate communication between school and home and to be used as a means of blended/distance learning. Therefore, if the school AUP is not adhered to, school internet use and access will be withdrawn.

It is envisaged that school and parent representatives will revise the AUP every three years. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The permission provided by you will remain active for the duration of the children's time in Holy Family Junior School.

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## **School's Strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are described below.

### **Blended/Distance Learning at home**

In circumstances where teaching cannot be conducted on the school premises, teachers may use Seesaw, Google Classroom, Google Meet, Zoom, Google Hangouts, Symbaloo or other platforms approved by the Principal as "Online Platforms" to assist with remote teaching where necessary.

- Blended/Distance online communication with children at home will be used as a teaching tool only.
- The individual teacher using the Online Platform has signed up to the terms of service of the Online Platforms on behalf of the school and has enabled the most up to date security and privacy features which these Online Platforms provide.
- Pupil access to the Online Platform at home will be gained by parental/guardian consent, in line with GDPR

- Pupil access at home will be via individual password/code given by the teacher to the parent/guardian
- Communication between home and school will be between the teacher and the pupil/parent/guardian only.
- If teachers are using video calls, e.g. on Zoom/Google Hangouts, parents/guardians must provide their email address to allow their child access to the lessons. Parents are providing consent by submitting their own email address for their child to access lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms. Teacher approved links to YouTube videos, that are deemed useful to explain or compliment teaching may also be used as part of the teaching/learning process.
- Please see parental consent form for access to online platform.

### **School Website**

You can access our school website at the following address: [www.holyfamilyjuniorschool.com](http://www.holyfamilyjuniorschool.com)

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. The publication of student work will always be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

### **Social Media e.g. Facebook/Twitter**

You can access our Facebook page at <https://www.facebook.com/hfssennis>

You can access our Twitter page at <https://twitter.com/holyfamilyennis>

The purpose of having a school Facebook/Twitter page is to provide:

- Communication with parents regarding specific events and activities.
- Communication with new or prospective parents.
- Communication with a wider audience regarding school life, positive promotion of our school via video, e.g. photos of pupil's projects, notice boards, etc. and pupil enrolment dates.
- Communication between parents, especially new parents regarding continued advancement of our school communication system with information shared via digital notices, email, website & Facebook.

If you are using our social networking site you 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, e.g. inappropriate or harmful comments. Inappropriate content will be removed immediately
- Users should not ask to become “friends” with staff as failure to respond may cause offence.
- Users cannot tag or post photographs of children on the page.
- Users should not add comments that can identify children.
- You must be 13 years or older to create a Facebook account, so our pupils cannot be accepted as users.

### **Internet**

- Internet sessions will always be supervised by a teacher when the internet is being used in school.
- The internet will be used as a teaching tool only. This includes use by the teacher during discrete Computer Room times and/or via an Interactive Whiteboard is in use in the classroom.
- Internet and e-mail access is password protected. Passwords are confidential to teachers only.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Teachers will be provided with training in the area of Internet safety. (See separate guidelines)
- Uploading and downloading of inappropriate and unsuitable software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- The General Data Protection Regulation (GDPR) 2018

Signed: \_\_\_\_\_ Chairperson, Board of Management



## Holy Family Junior School

### Acceptable Use Policy Permission Form

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

Holy Family Junior School - Station Road, Ennis, Co. Clare

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

Class/Year: \_\_\_\_\_

#### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to have access to educational content on the internet in school under teacher supervision. I also grant permission for my son or daughter or the child in my care to participate in an online platform to assist with remote teaching where necessary. I understand that every reasonable precaution has been taken by the school to provide for online safety.

In relation to the school website/social media page, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/social media page. My child may appear in a photograph of a group activity on the website/social media page. I understand and accept the terms of the Acceptable Use Policy relating to photographs and the publishing of children's work on the school website.

I accept the above paragraphs ☐

I do not accept the above paragraphs ☐

Please tick ✓ as appropriate.

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

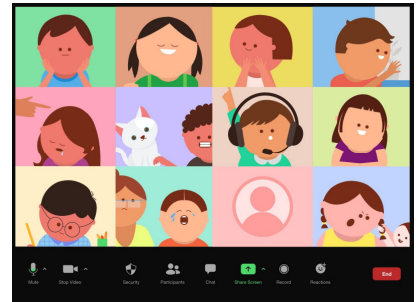
## Appendix I

# Distance Learning Using Video/Zoom Calls Acceptable Use

Dear parents and guardians,

During this time of school closures, we are working on ways to maintain the link between school and home. We miss our pupils and we hope to continue to communicate with them through various means.

The main purpose of a video call is to maintain a social connection between the school staff and children at this difficult time. We hope your child will have fun.



This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

## Guidelines for pupils using video/zoom calls

- We want you to have a lovely time! Wave and say hello to everyone when you join!
- Remember our school rules – we will use them on zoom too.
  - 1. Eyes on teacher
  - 2. Listening ears
  - 3. Quiet inside voice
- If you'd like to say something, put up your hand and teacher will see that you want to talk.
- You might have to wait for your turn, just like you do in school.
- Listen to the other children when it's their turn to speak.



### Guidelines for staff members using video/zoom calls

1. Staff will send a link and password for each Zoom meeting being held.
2. Staff will admit children if they recognise the email address/username as being connected to that child.
3. Staff members will expect children to behave as well as they do at school.
4. Staff members will report any concerns regarding inappropriate online behaviour or interactions to school management.
5. Under no circumstances can pictures or recordings be taken of video calls.
6. Under no circumstances can video/zoom call links be forwarded on to a third party.

### Guidelines for parents and guardians for video/zoom calls

2. Your child will need your help while attending their zoom meeting. Please stay with him/her during the call.
3. Encourage your child to listen and enjoy the experience.
4. Under no circumstances can pictures or recordings be taken of video calls.
5. Under no circumstances can video/zoom call links be forwarded on to a third party.
6. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
7. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

### General Guidelines

1. Staff, families, and students are expected to act in an appropriate, safe, respectful and kind manner online.
2. It is important that the background of the video call is clear of distractions. A wall as a background can optimise privacy.
3. Holy Family Junior School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
4. **For video/Zoom calls, parental permission is implied, as the link to a video call will only be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.**

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 meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.