



ST. BRIGID'S NATIONAL SCHOOL  
KILLYGARRY  
Cavan



*Tel: No. 049-4362144*

*Email: killygarryns.ias@eircom.net*

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Dear Parent/Guardian,

**Re: Internet Permission Form**

As part of the School's Education Programme, as outlined by the Department of Education guidelines, and with the introduction of Broadband we will be in a position to offer pupils supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

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Serena Prior  
An Priomhóide



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**PERMISSION FORM**

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

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

Class: \_\_\_\_\_

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**Pupil**

I agree to follow the school's Acceptable Use 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: \_\_\_\_\_

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**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 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

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 Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph  I do not accept the above paragraph

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

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



# ST. BRIGID'S NATIONAL SCHOOL KILLYGARRY



## ACCEPTABLE USE POLICY

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 AUP – will be imposed.

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

This AUP was created on the 7<sup>th</sup> of January 2008 by the staff of St. Brigid's National School, Killygarry and was reviewed on the 15<sup>th</sup> of December 2010 by Mrs. Serena Prior (Principal) and Miss Claudine Mc Gowan (I.C.T. Coordinator) and again on the 13<sup>th</sup> of September 2012. The policy was reviewed and amended again on the 23<sup>rd</sup> of November 2018 and on the 15<sup>th</sup> of June 2022.

### School's Strategy

The internet and digital media can help our pupils learn, create and communicate in ways there 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 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. These strategies are as follows:

### Security Measures

- Internet sessions will always be supervised by a teacher.
- Filtering software such as the Schools Broadband Programme will be used in order to minimise the risk of exposure to inappropriate material.
- The Irish Schools Broadband Programme provides an integrated set of 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 a single point of contact for schools for 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 in the area of Internet safety e.g. [www.webwise.ie](http://www.webwise.ie)
- 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 personal memory sticks, CD-ROMs 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" (i.e., etiquette on 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.
- In the event of 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 ICT Co-ordinator.
- A list of appropriate websites will be made available to every teacher. Also a list of educational websites will be saved in the favourites folder on the school computers.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal or confidential information, e.g. classmates home addresses, telephone numbers, or name and location of their school.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will not examine, change or use another person's files, username or passwords.
- Students will be aware that any usage, including distributing or receiving information, schoolrelated or personal, may be monitored for unusual activity, security and network management reasons.

### **iPads:**

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permissions before sending any form of electronic message.
- iPads will predominantly be used for the Accelerated Reading Programme in Second to Sixth Class classrooms
- Audio or vision taken at school cannot be transmitted, broadcasted or transferred without the teacher's permission.
- The camera and audio recording functions may only be used under the teacher's 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.
- iPads must be handled with care at all times
- Any damage to the device must be reported immediately to the teacher

### **Email**

- Students will use approved class email accounts under supervision by or permission from a teacher.

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students 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.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure or identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **Distance Learning**

#### **Guidelines for good online communication in Killygarry N.S.**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members can communicate with pupils and their families via Aladdin or through an established app (eg. Seesaw, Class Dojo).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Classdojo)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Killygarry N.S. cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

#### **Guidelines for staff members using online communication methods:**

1. Under no circumstances can pictures or recordings be taken of video calls.

2. Staff members will communicate with pupils and families during the hours of 9.00am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

**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.

**For video calls/Zoom:**

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!



**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.

**For video calls/Zoom**

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. 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 meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

### **School Website**

- Pupils will be given the opportunity to publish work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audios and video clips will be used. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

### **Staff**

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

### **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 2003
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **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.

### **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 may 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.
- All of these sanctions are in line with our school's Code of Behaviour and Anti-Bullying Policy.



This policy was formulated in conjunction with each of the following policies:- •

Child Safe Guarding Statement and Child Protection Risk Assessment

- Code of Behaviour
- Anti-Bullying Policy
- Data Protection Policy and new GDPR Regulations

The AUP Policy for St. Brigid's National School Killygarry was reviewed by the Board of Management on the 15th of June 2022.

**Chairperson: Hubert Conaty**

**Date: 15/6/22**

# Safe Surfing

## - Tips for Children -

The internet is an exciting way for you to find out about the world. It can be a pretty cool way of getting help with homework as well! To help you to get the most out of it have a look at the following tips.

- Always get permission from your parent/guardian before using the net.
- Agree with your parent/guardian the time you can be on-line and the sites you can visit.
- Never give personal details such as name, address, telephone number, school name or location, parent's names, photographs, password, credit card number or any identifying information while on-line without your parents/guardians permission.
- If anyone asks you for personal information or if you feel uncomfortable in anyway when chatting, log off and tell an adult.
- Always tell an adult if you receive a message that is scary, threatening or rude, do not respond and log off.
- Be aware that people on-line may not be what they seem. Adults can pretend to be children with similar interests as yourself.
- Never arrange to meet anyone from a chat room without your parents/guardians permission and supervision.
- Avoid opening e-mail from unknown sources.
- Learn your 'netiquette'. Widely accepted rules of behaviour include some of the following. Typing in capital letters looks like you are shouting, use \*asterisks\* for emphasis.
- Be polite when entering a chat room, check out what people are talking about before participating. Be careful not to use bad language, providers will terminate your account.
- Finally enjoy your time on the Internet but don't forget about all the other things you can do: share time with your family. Read a good book.