Grosvenor School
St. Michael's House
Acceptable Use Policy (Use of Internet and other Communications)
May 2022

Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. It can also be a powerful motivator to students at Grosvenor School.

Aim of Policy:

The aim of this Internet Acceptable Use Policy (AUP) 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.

Parental Approval:

The Internet AUP is available for parents. If parents/guardians have concerns about the Internet AUP they are advised to contact the School Principal to have their concerns addressed.

Internet Safety Strategy:

The school employs several strategies to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

Internet sessions will always be supervised by a teacher or SNA

- Filtering software and/or equivalent systems are used to minimize the risk of exposure to inappropriate material. This filtering system is used in connection with the Professional Development Support for Teachers (PDST) in connection with Palo Alto Networks. Filtering Level 4 has been applied which prevents the use of Instagram, Social Media chats and other associated risks. Virus protection software is used and updated on a regular basis.

World Wide Web:

The school has restricted access to the world wide web and only sites of General and Educational interest are accessible. Inappropriate sites have been blocked (as detailed above).

Pupils will be supervised by the teacher or SNA when using the web. Restrictive Mode is enabled on all computers on social media.

Pupils will use the web for educational purposes.

Although generally not within pupils' ability, staff will ensure pupils will never disclose or publicise personal information.

Email and Chat Rooms:

Pupils in this school would generally not have the cognitive ability to send or receive emails.

Pupils would generally not have the cognitive ability to access Internet Chat Rooms.

All teachers have been allocated a school email address, linked to the school website. This is a secure, password protected email address. Teachers must only use this school email address for school business.

School Website

Pupils may be supported to publish projects, artwork, or schoolwork on the School's Website in accordance with approval processes regarding the content that can be loaded to the school's website. Supporting pupils in the process of creating artwork – not actually putting work up themselves.

The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

The publication of student work will be co-ordinated with the class teacher.

Personal pupil information including full names, home address and contact details will be omitted from school web pages in line with the school's Data Protection Policy Noeline Kavanagh.

School Instagram Account and linked Facebook Page:
(@stmichaelshousegrosvenorschool):

The school operates a Facebook page and Instagram Account to document school life and school activities. It is a resource used to share ideas, with a focus on education, with families and the wider community. Photos or videos of pupils may be posted on this account, only with signed consent from parents/ guardians. Only designated staff members have administrative access to this account.

Staff Use of Computer Facilities:

School Personnel can access the web for educational and professional purposes throughout the day.

Equally, School Personnel who are engaged in after school activities must restrict their use of the web to professional and educational purposes only while pupils are present.

If a staff member wishes to access the web for personal purposes, it should be done outside of pupil-teacher contact time.

Any students on placement from the teacher training Colleges, transition year pupils or students on a work experience placement can only have access to the computer facilities under the supervision of the class teacher. Permission should be sought from the class teacher prior to use.

Use of the internet by staff members to access inappropriate material whether it be pornographic, racist or offensive, is strictly prohibited. No person is permitted to alter the filtering preferences.

Following consultation and in order to address the Continuity of Schooling, using technology, St. Michaels House Grosvenor School is using the following platforms:

1. Seesaw has been chosen as the school's platform for remote teaching and learning, particularly during school closures.
2. Emails through Aladdin
3. Microsoft 365 School Emails:
4. Phone calls -

5. What's App & facetime
6. Short, individualized videos
7. Video Conferencing -
8. Zoom meetings – Group and Individual
9. Microsoft Teams

Government Guidelines as cited have been circulated to all teaching staff and teachers adhere to safety guidelines as advised.

Distance Learning:

In circumstances where teaching and learning cannot be conducted on the school premises, teachers may use online platforms such as Seesaw, Zoom, WhatsApp or other online platforms approved by the Principal, to fulfil the school's obligations for the continuity of teaching and learning.

The school has signed up to the terms of service of these Online Platforms in use by the school.

The school has enabled the most up to date security and privacy features which these Online Platforms provide.

When teachers are using Zoom or other video platforms, parents/guardians must always accompany their child. They, along with staff, must agree to abide by security protocols (i.e., not recording or taking screen shots without consent). Live or recorded Zoom or other video interactions must not be recorded by a third party.

It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at https://www.webwise.ie/ to support teachers, parents and students.

Data Protection

Principals and teachers should keep personal data safe when working from home and follow the data protection policy around the use of email in their school.

Teachers should only use the school's trusted networks or cloud services and comply with any rules and procedures about cloud or network access, login details and data sharing.

All locally stored data should be adequately backed up in a secure manner. Useful information and guidance in this regard is available at this link: Data Protection Schools (refer to document for active link)

Consent:

At the beginning of each year, parents/guardians are requested to sign a Consent Form which includes consent for use of their child's photo or video on the school website or Seesaw. Until such time as this can be updated, and to consider this new online learning format, an email was sent to parents/guardians to seek acceptance of the school's Internet AUP, to take account of distance teaching and learning.

As several parents our school have requested Zoom meetings for class group lessons and for individual meetings with students, the school has embraced this platform to meet the specific needs of students.

Parents have been advised that they must give parental consent for their children to attend Zoom meetings and that they must be present during the Zoom meetings to ensure appropriate social etiquette (as per Zoom AUP).

By requesting the Zoom meeting and by being present while the meeting is in place, parents automatically give this consent.

The PDST website has offered schools advice on using technology to support schools. Video conferencing advice is available at

https://www.pdst.ie/DistanceLearning/VideoConferencing: This includes the use the Zoom, as a recommended platform.

Sanctions:

Misuse of the Internet by members of staff or pupils is not expected but if it occurs it may result in disciplinary action, including verbal and 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. Staff misuse of the Internet will be dealt with through disciplinary action procedures by the Board of Management.

As per Government Guidelines, 2 April 2020 in a document called, "**Guidance on Continuity of Schooling:** For primary and post-primary schools:", schools are advised of the following:

> 'Where possible, primary teachers should make every effort to engage with their students daily and post-primary teachers should do so on the days that they are normally timetabled for lessons with their students. In engaging with students, there should be a balance between the assignment of independent work, whether written or practical, online learning and other tasks in accordance with the learning needs of students and the resources available.'

Options for engaging with students currently used by Grosvenor School:

Engaging with parents and guardians and students by phone and email or by any means that the school sees as appropriate.

Assignment of independent work using email, school websites, online tools such as apps, Seesaw, Aladdin Connect and Zoom.

Devising specific tasks based on televised learning opportunities such as the RTÉ Home School Hub, Cúla 4 on TG4 and various documentaries on television players such as RTÉ player

Hosting school assemblies on Zoom.

Virtual lessons where students can attend remotely, using the platform Zoom.

Special education teachers may send packages of supports to parents and guardians and engage with their students through e-mail, online video communication apps such as Seesaw and also through virtual learning environments.

Staying safe in the distance learning environment

Schools and teachers should continue to be alert to the possibility that a child protection concern may arise in relation to students they encounter and should follow

Schools and teachers should continue to be alert to the possibility that a child protection concern may arise in relation to students they encounter and should follow the relevant reporting procedures in the Child Protection Procedures for Primary and Post-Primary Schools 2017. In circumstances where it is not possible to jointly report a concern with the school Designated Liaison Person (DLP), the teacher should make their own report directly to Tusla and provide a copy of that report to the school DLP at the earliest opportunity.

Details are available on the Tusla website at https://www.tusla.ie/children-first/contact-a-social-worker3/ or through the Tusla online portal at https://www.tusla.ie/children-first/web-portal/
In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to contact Tusla, An Garda Síochána shall be contacted immediately. This may be done by contacting a Garda Station.

Ratification and Review
This policy has been approved and ratified by the Board of Management on
8ᵗʰ June 2022.
The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed regularly to ensure compliance with statutory requirements.

Signed: _____

Chairperson, BOM.

John M. Fitzpatrick

Principal

This Policy will be reviewed on: May 2024.