Scoil Bhríde Straffan N.S.
Internet Acceptable Use Policy 2020

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Date of Commencement	May 2020

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1: Introduction:

This Policy applies to Scoil Bhríde Straffan NS and applies to all of the school's "Devices", which means all computers, iPads, laptops, smartphones and other IT resources that connect to the school's network. This is a working document. The School reserves the right to amend this policy from time to time entirely at its discretion.

2: General Approach:

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by Scoil Bhríde Straffan N.S. internet resources in a safe and effective manner. This Policy also aims to establish minimum standards for, and let the students, staff and parents/guardians know of the school's administration and monitoring of, the schools devices, equipment and networks.

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' Internet usage in school.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
When using the internet pupils, parents and staff are expected:
- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Bhríde Straffan NS. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Bhride Straffan NS .

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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.

Scoil Bhríde Straffan NS will deal with incidents that take place inside, and also outside of the school if the school's reputation is brought into disrepute, that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases, Scoil Bhríde Straffan NS will, where known, inform parents/ guardians of incidents of inappropriate online behaviour that take place in/ out of school and impose the appropriate sanctions.

Scoil Bhríde Straffan NS implements the following strategies on promoting safer use of the internet :
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Bhríde Straffan NS participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:
- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, In School Management Team, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:
- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Mrs. Caroline Colleran, School Principal, should be informed. The implementation of this Internet Acceptable Use policy will be monitored by all teachers of Scoil Bhríde Straffan NS and overseen by the In School Management Team.

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3: Content Filtering :

Scoil Bhríde Straffan NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

4: 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 will report accidental access of inappropriate materials in school but outside the classroom to their class teacher or a member of the In School Management Team.
- Pupils and staff 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.
- Pupils will use the school's internet connection only for educational and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by pupils of materials or images not relevant to their studies is allowed only with staff permission.
- Use of file sharing and torrent sites is not allowed.

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5: Email and Messaging:

- The use of personal @straffanschool.com email accounts are only allowed at Scoil Bhríde Straffan NS with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders .
- Pupils will not reveal their own or other people's personal details, such addresses or telephone numbers or pictures.
- Pupils will never arrange a face to face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils will only have access to monitored educational chat rooms, discussion forums or other electronic communication forums that have been approved by Scoil Bhríde Straffan NS.

6: Netiquette:

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

- Pupils should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Pupils should be polite, use correct language and not harass others or provoke fights online.

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- Pupils should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Pupils should use trusted sources when conducting educational research via the Internet.
- Pupils should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there – and can sometimes be shared and spread in ways you never intended.

7: Distance Learning:

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google G Suite, Zoom, SeeSaw, Study Ladder, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the 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.
- In the case of G Suite and other remote learning platforms, parents/ guardians must grant access to their child to have a school Gmail address such as (pupilname)@straffanschool.com.
- Parents/guardians will be provided with all passwords for online Platforms and will be expected to monitor their child's use of the Gmail address and Online Platforms.
- Staff will notify the school Principal of any scheduled Zoom meetings with pupils.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having access to the lessons. 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.
- During any 1:1 staff/ pupil Zoom meetings, a parent/ guardian must remain present throughout. Should a parent/ guardian leave at any time during this meeting, for Child Safeguarding reasons, the meeting should be recorded, however it is advised that the meeting is ended where possible.

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- See Appendix I for Online Learning Guidelines for pupils, parents and teachers.
- See Appendix II for a list of Distance Learning resources and platforms which Scoil Bhríde Straffan NS may use to support digital technology usage and delivery of Distance Learning.

8: Social Media:

- Scoil Bhríde Straffan NS website address is: www.straffanschool.com.
- Scoil Bhríde Straffan NS Twitter account is '@straffanschool'.
- Scoil Bhríde Straffan NS uses the Aladdin App which is known as Aladdin Connect as a staff intranet.
- Scoil Bhríde Straffan NS uses the Unique Publishing Communicators School App.

Personal information relating to the pupil including their name, home address and contact details will not be included on school social media or the school's website.

Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Bhríde Straffan NS :
- Use of instant messaging services and apps including Whatsapp, G Chat etc. is allowed in Scoil Bhríde Straffan NS with express permission from teaching staff.
- Use of blogs such as WordPress, Tumblr etc. is allowed in Scoil Bhride Straffan NS with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.
- 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, other members of the Scoil Bhríde Straffan NS community
- Staff, pupils and parents must not discuss personal information about pupils, staff and other members of the Scoil Bhríde Straffan NS community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Staff and pupils must not engage in activities involving social media which might bring Scoil Bhríde Straffan NS into disrepute.
- Staff and pupils must not represent their personal views as those of Scoil Bhríde Straffan NS on any social medium.

9: Personal Devices:

Pupils using their own technology in Scoil Bhríde Straffan NS should follow the rules set out in this agreement, in the same way as if they were using school equipment.
The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smart watches and digital music players in Scoil Bhríde Straffan NS :

- Pupils are only allowed to bring personal internet-enabled devices into Scoil Bhride Straffan NS with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

10: Images & Video:

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Scoil Bhríde Straffan NS pupils must not take, use, share, publish or distribute images of others without their permission.
- At pupil enrollment, parental/ guardian consent is sought with regard to capturing pupil images and publishing on our school website/ App while representing Scoil Bhríde Straffan NS.
- Written permission from parents/ guardians will be obtained before photographs of pupils are published on the school website/ App or outside agencies (eg: local paper etc).
- 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.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and

sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

11: 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 Scoil Bhríde Straffan NS 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 tim*e. This definition includes cyber-bullying even when it happens outside the school or at night. Placing a *once-off* offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- 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 cyberbullying is an integral part of the anti-bullying policy of our school.

12: School Website and App:
- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The school website and App will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- The publication of student work will be coordinated by their teacher.
- Scoil Bhríde Straffan NS will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website and App with parental permission.

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- Personal student information including home address and contact details will not be published on Scoil Bhríde Straffan NS web pages.
- The Scoil Bhríde Straffan NS will avoid publishing the first and last name of pupils in video or photograph captions published online.

13: Legislation and Regulation:

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

- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Data Protection Bill 2018

Please see https://www.webwise.ie/news/gdpr-digital-age-consent/ for further information relating to Digital Age of Consent.

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14: Permission Forms:

Scoil Bhríde Straffan NS Acceptable Usage Policy

Dear Pupil(s)/Parent(s)/Guardian(s),

The staff and Board of Management of school name have recently reviewed the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip.School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

Parent(s)/ Guardian(s):
As the parent or legal guardian of the above pupil, I have read Scoil Bhríde Straffan NS 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 students access unsuitable websites.

In relation to the school website and App, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website. I understand that students may not be able to participate fully in lessons involving PCs, laptops, iPads and other IT equipment without consenting to our Acceptable Use Policy.
Signature: _____ Date: _____
Class/Year:_____
Student:_____

Pupil(s):
I have read Scoil Bhríde Straffan NS Acceptable Usage Pledge. I agree to follow Scoil Bhríde Straffan NS Acceptable Usage Pledge on the use of the Internet. I will use the Internet in a responsible way and follow the guidelines outlined in this pledge.
Student's Signature: _____
Parent/Guardian : _____
Date: _____

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Appendix I: Distance Learning Guidelines for good online communication in Scoil Bhríde Straffan NS:

Letter to Parents

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. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.
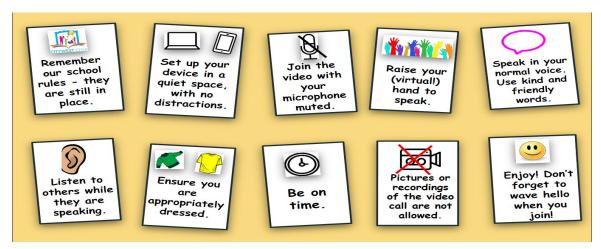
The development of our distance learning methods comes in response to our parent surveys and Department of Education guidelines.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Scoil Bhríde may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

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

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i) General Distance Learning Guidelines for good online communication in Scoil Bhríde Straffan NS:

1. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
2. 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.
3. Staff members can communicate with pupils and their families via Google Classroom or through an established app (eg. Seesaw/ school app/ email)
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Google Classroom and Zoom)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. 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.
8. For security reasons, passwords will be provided to families, where applicable.
9. Scoil Bhríde cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. 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.
11. Under no circumstances can pictures or recordings be taken of video calls.

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ii) Distance Learning Guidelines for Scoil Bhríde Straffan NS staff members using online communication methods:

Staff members will communicate with pupils and families during the hours of 9.00am - 3pm, where possible.

1. The platforms being used across the school are:

   ● Google Drive: Infants Classes
   ● Seesaw: 1st-6th Classes

2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with apps before using them with pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members must be mindful of SEN children and consider how best to protect their dignity in terms of their difficulties and struggles if on live lessons.
6. Staff members will ensure where possible a colleague is available to step in as host should any technical difficulties occur for class teachers during an online lesson.
7. Staff members as host will ensure functions such as chat and share screen are switched off for children.
8. Staff members will report any concerns regarding online behaviour or interactions to school management.
9. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held if they are using this platform.
10. Staff members will notify parents/guardians of the date, time and password for a video call via email.
11. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
12. Staff members will ensure that all participants are logged out at the end of a call before closing down the meeting.
13. Under no circumstances can pictures or recordings be taken of video calls unless parental consent has been sought and given and the purpose is agreed in advance.

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iii) Distancing Learning Guidelines for Scoil Bhríde Straffan NS SNA'S using online communication methods:

1. May provide support through recognised school online platforms such as Seesaw App/ Zoom by liking or positively commenting on <u>pre-approved pupil work.</u>
2. Send pre-recorded video messages through the announcements section on Seesaw and other approved platforms to encourage class wellbeing and connection, under guidance of the Class teacher.
3. May provide support to their wellbeing through check-ins, under the guidance of the Class teacher.

It is the responsibility of all Scoil Bhríde Straffan NS staff, to undertake appropriate training, where necessary in the use of any new distance learning platform, so that they can offer pupil support to the best of their ability.

iv) Distance Learning Guidelines for Scoil Bhríde Straffan NS 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 (if being used):

1. Pictures or recordings of the video call are not allowed unless prior consent has been sought by the parents and the purpose discussed.
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!

v) Distance Learning Guidelines for Scoil Bhríde Straffan NS parents and guardians:

For online 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. Ensure that the child communicates appropriately with their teacher via the platform (eg Seesaw)
4. Continue to revise online safety measures with pupils.

For video calls/Zoom (if being used):

1. Under no circumstances can pictures or recordings be taken of video calls unless staff and parents have given prior consent and the purpose has been agreed.
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.

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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 a 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 pupils in attendance.
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.

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Appendix II:

Zoom Best Practice for Securing your online Classroom

Here are some best practices for securing your virtual classroom using Zoom.

1) Lock your virtual classroom

Did you know you can lock a Zoom session that's already started, so that no one else can join? It's kind of like closing the classroom door after the bell. Give students a few minutes to file in and then click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting. See: **How to lock your classroom**

2) Control screen sharing

To give instructors more control over what students are seeing and prevent them from sharing random content, Zoom **recently updated** the default screen-sharing settings for our education users. Sharing privileges are now set to "Host Only," so teachers by default are the only ones who can share content in class.

However, if students need to share their work with the group, you can allow screen sharing in the host controls. Click the arrow next to Share Screen and then Advanced Sharing Options. Under "Who can share?" choose "Only Host" and close the window. You can also change the default sharing option to All Participants in your Zoom **settings**. See: **How to manage screen sharing**

3) Enable the Waiting Room

The **Waiting Room** feature is one of the best ways to protect your Zoom virtual classroom and keep out those who aren't supposed to be there. When enabled, you have two options for who hits the Waiting Room before entering a class:

1. All Participants will send everyone to the virtual waiting area, where you can admit them individually or all at once.
2. Guest Participants Only allows known students to skip the Waiting Room and join but sends anyone not signed in/part of your school into the virtual waiting area.

The virtual Waiting Room can be enabled for every class (in your settings) or for individual classes at the scheduling level. *Update: Starting March 31, the Waiting Room feature will be*

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*automatically turned on by default. Visit our **support page** for more information on adjusting your Waiting Room settings.* See: **How to enable the Waiting Room**

4) Lock down the chat

Teachers can restrict the in-class chat so students cannot privately message other students. We'd recommend controlling chat access in your in-meeting toolbar controls (rather than disabling it altogether) so students can still interact with the teacher as needed. See: **How to control chat access**

5) Remove a participant

If someone who's not meant to be there somehow manages to join your virtual classroom, you can easily remove them from the Participants menu. Hover over their name, and the Remove option (among other options) will appear. Click to remove them from your virtual classroom, and they won't be allowed back in. See: **How to remove a participant**

6) Security options when scheduling a class

The cool thing about Zoom is that you have these and other protection options at your fingertips when **scheduling a class** and before you ever have to change anything in front of your students. Here are a few of the most applicable:

- **Require registration:** This shows you every email address of everyone who signed up to join your class and can help you evaluate who's attending.
- **Use a random meeting ID**: It's best practice to generate a random meeting ID for your class, so it can't be shared multiple times. This is the better alternative to using your **Personal Meeting ID**, which is not advised because it's basically an ongoing meeting that's always running.
- **Password-protect the classroom:** Create a password and share with your students via school email so only those intended to join can access a virtual classroom.
- **Allow only authenticated users to join:** Checking this box means only members of your school who are signed into their Zoom account can access this particular class.
- **Disable join before host:** Students cannot join class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join."

- **Manage annotation:** Teachers should disable participant annotation in the screen sharing controls to prevent students from annotating on a shared screen and disrupting class. *Visit* ***support.zoom.us*** *if you need assistance.*

Additionally, teachers have a couple in-meeting options to control your virtual classroom:

- **Disable video**: Turn off a student's video to block distracting content or inappropriate gestures while class is in session.
- **Mute students**: Mute/unmute individual students or all of them at once. Mute Upon Entry (in your **settings**) is also available to keep the clamor at bay when everyone files in.
- **Attendee on-hold:** An alternative to removing a user, you can momentarily disable their audio/video connections. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate.

Important recommendation for teachers

Teachers: We encourage you to NOT post pictures of your virtual class on social media or elsewhere online. While it's fun to share in the excitement of connecting over Zoom, we are particularly committed to protecting the privacy of K-12 users and discourage publicly posting images of students, especially minors, in a Zoom virtual classroom.

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Scoil Bhríde Straffan NS Acceptable Usage Pupil Pledge

Scoil Bhríde Straffan NS has an Acceptable Use 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 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 use the Internet and digital media for educational purposes only.
- I will take advice from my teacher on appropriate use of images.
- 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, unless I have permission from my teacher to do so.
- I am fully aware that everything I do on a school device is monitored by the school.
- I will never access my personal email account in school.
- I will never access chat rooms in school other than teacher led group chat.
- If I bring a mobile phone to school it will be switched off and locked in the teacher's filing cabinet until I leave the school premises.
- I will never send text messages, 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 never arrange to meet in person anyone I meet online.
- I will not use my phone/iPad to take photos of people without their permission.
- I will not upload to any photos without getting permission.
- 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.
- My password is my own and I will not share it – even with my best friend.
- I will only use my iPad or laptop as instructed by the teacher and use the right app at the right time.

Signature: _____. Date: _____.

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Appendix IV:
Scoil Bhríde Straffan NS Digital device Loan Agreement

We recognise that engaging in Distance Learning has been more difficult for some families than others, because not every family has easy access to a digital device for their child(ren). For this reason, we would like to try to help those families that we can, by offering a loan of one of the school devices for the duration of this distance learning period.

Unfortunately, we have a limited number of devices that we can offer on loan to families. Devices will be allocated to families based need, according to the following categories:

1. Families with no device at all
2. Families with only smartphones
3. Where the only devices in the household are needed for parents working or for siblings studying for second-level exams
4. Families where the proportion of people to devices is low e.g. 6 in the house and only 2 devices
5. Other

If your family would like to apply for the loan of a device, please **complete the form below by Friday 29 May 2020**. We will inform you by June 3rd 2020 whether we are able to loan you a device, and arrange for you to collect the device as soon as possible.

Families borrowing a school device will be asked to sign our Distance Learning - Digital Device Acceptable Use Agreement. Please read this agreement before applying to borrow a device.

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Distance Learning - Digital Device Acceptable Use Agreement for Remote Learning Purposes during Covid-19 Pandemic

Device Make and Serial Number: _____

Value of Device and software: _____

I confirm that I accept responsibility for taking into my possession a school Device which is the property of Straffan NS Roll Number: 18644U for remote learning purposes only during the Covid-19 Pandemic.

I confirm that I have read, fully understand and accept the Terms and Conditions attached to this agreement and other relevant policies as are determined by Scoil Bhríde, Straffan.

Name of Pupil: _____ Class: ____Teacher: _____

Name of Parent/Guardian (BLOCK CAPITALS): _____

Signature of Parent/Guardian: _____ Date:_____

Address:_____

Email address: _____

Contact Numbers: Mobile: _____

Signature of Principal: _____

Date: _____

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Digital Device Loan Agreement Terms and Conditions:

1. The laptop (or any other approved equipment) remains the property of Scoil Bhríde Straffan NS.
2. Should the designated pupil change school, including to post primary, the laptop (or any other approved equipment)will be returned to Scoil Bhríde Straffan NS.
3. The laptop (or any other approved equipment) will be used solely by the designated pupil and will not be used by or transferred to a third party.
4. The parent will remind and teach their child to take due care of the laptop (or any other approved equipment) at all times when handling, transporting and using the laptop/equipment.
   - It is not to be left unattended in a public place.
   - All laptop leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop case, with the laptop when work is complete.
   - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
   - It is not to be interfered with, tampered with or altered by a third party.
5. The laptop will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved software packages/applications may be used.
6. The laptop must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the School.
7. The laptop (or any other approved equipment) is covered under school insurance, however, the parent must take reasonable care to avoid damage or loss.
8. Use of the laptop and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
9. Scoil Bhríde Straffan NS will make regular checks to update the laptops, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
10. The laptop (or any other approved equipment) will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data. The parent shall agree to review and adhere to the current School Acceptable Use Policy, specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops(or any other approved equipment) .
11. The following is deemed by Scoil Bhríde Straffan NS as being completely unacceptable and will result in the equipment being reclaimed:
    - Accessing, transmitting or receiving obscene or pornographic material

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- Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
- Engaging in cyber bullying
- Downloading or loading software or applications that are not approved by the school

12. The laptop (or any other approved equipment) will be kept in good working order. All laptop faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the teacher with responsibility for the servicing and upkeep of the laptop(or any other approved equipment) .

13. Any repairs necessary due to damage caused to the laptop (or any other approved equipment) while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.

14. The laptop (or any other approved equipment) will not be sold, assigned, transferred or otherwise disposed of.

15. Any laptop (or any other approved equipment) markings, tags or plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that might reduce the value of the laptop.

16. If the laptop (or any other approved equipment) is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible orally and in writing including all relevant details, record of events etc.

17. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.

18. If any of these terms or conditions are breached, the School Board of Management may at any time revoke this arrangement.

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Appendix V:

Scoil Bhríde Straffan NS G Suite for Education Parental Information and Consent Form

At Scoil Bhríde Straffan NS we use G Suite for Education which is operated by Google, and we are seeking your permission to provide and manage a G Suite for Education account for your child.

Students may use their G Suite for Education account for the following:

- Login to their own account on devices: each child will have their own G Suite credentials (username and password) to allow them to access their own personal account on our school devices. This allows them to save their work to the cloud after each lesson making it accessible to them from other devices within the school. With these credentials they can also use other Google tools such as Google docs, email, calendar,
- Digital portfolio: students will keep the same credentials for their time in Scoil Bhríde Straffan NS. This means that by the time they graduate they will have a store of learning to look back on from their time in primary school.
- Access Google Classroom: Google Classroom is a virtual learning space. This learning space would be led by the class teacher. Google Classroom allows the teacher to set activities for the class to work on either individually or collaboratively both in school and at home during Home Learning.
- Learn 21st century digital citizenship skills: our aim is to provide students with the skills required to develop good digital citizenship. For example, children will gradually acquire privileges for their accounts, a new one being added each year/two years.

Below you will find information provided by Google. It provides answers to common questions about what Google can and can't do with your child's personal information.

Please read it carefully, let us know of any questions, and then fill in our online form to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services will not be able to have their own profile on ourdevices and therefore will not be able to store their digital learning. Also, they will not be able to access their Google Classroom.

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G Suite for Education Consent Form

- Pupil's name:

_____

- Parent name:

_____

- My child is in (class)

_____

- Please tick if you give your consent for the school to set up a G Suite account for your child.
- I give consent ☐
- I do not give consent ☐

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students *may* access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive

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- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child under supervision of a teacher, may have access to the following "Additional Services":

- YouTube, Blogger, Google Maps

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?
When creating a student account, Scoil Bhríde Straffan NS may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.
When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

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How does Google use this information?
In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?
No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?
We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?
Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Scoil Bhríde Straffan NS G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

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- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
    - meet any applicable law, regulation, legal process or enforceable governmental request.
    - enforce applicable Terms of Service, including investigation of potential violations.
    - detect, prevent, or otherwise address fraud, security or technical issues.
    - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?
First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.
If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the school office. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?
If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact our school office. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center, the G Suite for Education Privacy Notice and the Google Privacy Policy.
The Core G Suite for Education services are provided to us under Google's Apps for Education agreement.