

Wicklow Educate Together NS Internet Acceptable Usage Policy

The Internet in Wicklow Educate Together NS is accessed via the NCTE (National Council for Technology in Education) Schools Broadband Programme. The NCTE provides a secure content filtering service, anti-virus measures and a centralised firewall.

Wicklow Educate Together recognises the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources and will be protected from harmful and illegal use of the Internet.

In order to maximise learning opportunities and reduce risks associated with the Internet the following strategies will be used in Wicklow Educate Together.

1. Education of children and staff as to safe internet usage.
2. Filtering/Monitoring.
3. Internet use dependent upon acceptance of this Policy.

Internet

1. The Internet will be used for educational purposes only.
2. Internet sessions will always be supervised by a teacher,
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software from the NCTE will be used to minimise the risk of exposure to inappropriate material.
5. Pupils are not permitted to interfere with filtering software or alter security settings.
6. Pupils will receive training in the area of internet safety.
7. Teachers will be made aware of internet safety issues.
8. Uploading and downloading of non-approved material is not permitted.
9. Virus protection software will be used and updated on a regular basis.
10. The use of personal USBs or other external storage devices in school requires a teacher's permission
11. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may cause harm to themselves, others or the school.

Teachers:

1. Class teachers will communicate with parents via Aladdin. The email received will come from info@wicklowetns.com. Support teachers will use their @wicklowetns.com email addresses to correspond with the parents of the children to whom they provide support.

2. Teachers will only communicate with the parents'/guardians' emails held on Aladdin.
3. Email communications from school staff to parents/guardians should take place within the typical working day: not before 8.30am and not after 5.30pm, and during term times only.

Parents:

1. Parents/guardians may communicate with the school or with their child's class teacher via the info@wicklowetns.com email address. Emails will be forwarded to the class teacher and will be replied to from the info@ email address in a timely manner.
2. Parents/guardians may email their child's assigned support teacher directly at their @wicklowetns.com email address regarding their child's additional educational needs and support teaching.
3. Email communications from parents/guardians to teachers should ideally take place within the typical working day: not before 8.30am and not after 5.30pm.
4. Parents will only be contacted via the email addresses supplied and held on Aladdin. Parents are asked to ensure that they notify us of any changes to their email address to ensure they do not miss important email communications.

Social Media

Students are not permitted to use Social Media.

Children's devices

Children are not permitted to connect their mobile phones, computers, tablets or other hand held devices to the school's network.

Children are not permitted to use their mobile phones, computers, tablets or other hand held devices to access the internet during the school day.

School Website

The content of the school website is uploaded by teachers or school staff.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' full names will not be published beside their photograph.

4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Pupils will continue to own the copyright on any work published.

Cyberbullying

As with other forms of bullying, cyberbullying, where it involves school equipment during school hours, will be subject to the school's anti-bullying policy. <http://wicklowetns.com/our-school/policies/>

Education

Wicklow Educate Together will undertake an education programme to educate children on the safe, responsible use of the Internet.

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Remote Learning & Online Learning Platform

In line with the Guidance on the Continuity of Schooling document issued by the Dept of Education in April 2020, [education.ie/en/Schools-Colleges/Information/guidance-on-continuity-of-schooling.pdf](https://www.gov.ie/en/publication/183b2-guidance-on-remote-learning-in-a-covid-19-context-september-december-2020/), and the Guidance for Remote Learning in a Covid 19 Context (Sept – Dec 2020), <https://www.gov.ie/en/publication/183b2-guidance-on-remote-learning-in-a-covid-19-context-september-december-2020/>, WETNS utilises the online learning platform, Seesaw, to support online teaching and learning. Seesaw is also being used to support Homework for the 2020/21 academic year.

Before a child can begin to use Seesaw, parental consent under GDPR regulations must be received. This can be done electronically via Aladdin. A sample consent letter is attached.

The following guidelines apply to all users:

- ✓ Seesaw will not become a communication channel between students/teachers/parents. The emails to info@wicklowetns.com will continue to be the communication channel

- ✓ Pupils will be offered the option to upload one file per lesson
- ✓ Teachers will provide feedback on work set.
- ✓ Teachers will not enter a one-to-one conversation; i.e. feedback is given and conversation is over
- ✓ Support teachers will be assigned to their classes and will use this to assign work to their pupils

Using video and other websites for remote learning:

Teachers:

1. Where distance/home-based learning requires pupils to access online material including videos, teachers will ensure that the material offered is age appropriate and suitable for viewing in the same way that they would in the classroom.
2. Sites such as www.viewpure.com can be used to remove ads from video links being sent.

Parents/Guardians:

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.
<https://www.webwise.ie/parents/>

Sample Letter to Parents

Insert Date

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document in order for your child to access the Internet.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Principal

Responsible Internet Use Pupil Undertaking

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will treat any school equipment used to access the internet with due care.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not attempt to use my mobile phone or any other handheld device to connect to the internet.
- I will not use social media sites
- If I see anything that I am unhappy with online, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for _____
(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

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School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

SUBJECT: Home Learning with Seesaw - Action Needed

Dear Parents/Guardians,

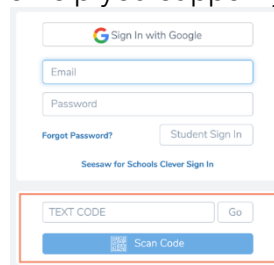
At WETNS, we will use the Seesaw programme/app to support teaching and learning during the academic year 2020-2021. Seesaw helps us work together to provide students with meaningful learning experiences at home during periods of school or class closures. Later this term, we will also use it to facilitate the setting, completion and correction of homework tasks.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

If you are happy to consent to your child using Seesaw please complete the Aladdin consent request. Once consent is received we will forward you your child's unique Home Learning Code to begin.

In the meantime, the steps below outline how to set up Seesaw for home learning and additional resources to help you support your child during this transition.



Set up your child in the Seesaw Class App:

1. For devices like tablets or phones, download the **Seesaw Class App** (Not **Family App**)
For laptop or desktop computers, go to app.seesaw.me
2. Click **I'm a Student**
3. We provided home learning codes: **Enter the text code or scan the QR code**

Additional resources:

- [Setting up Seesaw for Home Learning](#)
- [Home Learning Tips for Families](#)
- [Seesaw Help Center](#)