



Scoil Phádraig BNS

Clane

Co. Kildare

# Information Communication Technology



## **Introduction**

*Learning is changing. A pivotal force in bringing about this change is the use of information and communication technology which provides richer, more immediate, world-relevant educational resources and opportunities. When used well, ICT enriches learning and enhances teaching. It invigorates classroom activities and is a powerful motivational tool that encourages learners to progress in more personalised and self-directed ways.<sup>1</sup>*

ICT is an accepted element in all our lives and has an ever increasing central role to play in education. It is the aim of this policy to identify this role in the context of the educational needs of our school. Learning is changing and this policy will endeavour to identify how ICT can enhance this change and what role ICT will play in the teaching and learning in Scoil Phádraig.

ICTs are now an integral part in all our lives. The children of today have been born into this technological era and are generally very capable IT users. The dominance of ICT cannot be denied and there is an ever increasing demand on us to be capable of full participation in this digital world. This demand is also on the pupils in our school and we therefore must ensure that our students are equipped with the skills required for this knowledge-based, technological society. ICT develops the very skills in pupils to ensure that they will succeed as adults in a society that is becoming ever more defined by its speed of change. Indeed as the NCCA states, ICT will help produce young people that;

“are capable independent learners, able to use ICT confidently, creatively, and productively, able to communicate effectively, able to work corroboratively, and to critically evaluate, manage and use information.”<sup>2</sup>

We at Scoil Phádraig hope that by developing skills in ICT in our students we will also develop skills that are necessary to solve problems,

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<sup>1</sup> Investing Effectively in ICT in Schools 2008-2013.

<sup>2</sup> ICT in the Primary School: Guidelines for Teachers (2004)

to collaborate and communicate effectively, and to become more evaluative and inventive young people.

For staff, ICT in our school will develop a sense of fulfilment while experiencing its benefits in developing the prior learning experiences and knowledge of the child. ICT in our school will assist in the enhancement of cognitive learning, the development of problem solving and higher level thinking skills and will extend physical and mental abilities. These ICT skills will be taught informally as the need arises and will be integrated into all areas of the school curriculum, through project work, presentations, information gathering and collaborative group work. (cf Scoil Phádraig ICT Syllabus)

As teachers, we will use ICT to bring our teaching and the learning of our students to life in a new way, to motivate our pupils and find new ways of engaging with all pupils of all abilities. We as teachers will engage with ICTs to improve the learning experiences of all our students.

We in Scoil Phádraig recognise that in using ICT in our school we can affect the achievement in all subject areas in a very positive way and that using ICT for instruction can positively influence pupils' attitudes towards learning and towards school life. We are aware that ICT has the potential to improve not only basic educational skills but also higher-order cognitive skills. Computers can increase the opportunity for all students to achieve where they may have previously failed. Interactive technology motivates and stimulates learning and engages the attention of those with emotional and behavioural difficulties. Technology offers students the opportunity to take risks, become more analytical and work effectively in groups. In this way, technology encourages children to become more involved in their own learning and this has the potential to directly impact upon the quality of such learning.

## **Rationale**

ICT can be used in a variety of ways and for a variety of reasons in the primary school. ICT can offer students and teachers methods of learning and teaching that cannot be found in other subjects. ICT can be used as a very effective tool in order to compliment the on- going work of the teacher. It can used to facilitate access to a broad range of activities in a variety of contexts and can be used to develop new techniques in learning for the children in our school.

ICT can be used....

- To promote a positive, competent attitude to technology.
- To use computers as tools to enhance further learning.
- To facilitate cross-curricular learning.
- To develop basic keyboard skills.
- To promote imagination and creativity.
- To develop problem-solving skills.
- To motivate children to collect, enter and interpret data.
- To encourage children to communicate effectively.
- To generate cross-cultural and international links through the use of e-mail.
- To develop project management and presentational skills.
- To develop co-operative skills through participation in ICT. projects that demand the pooling of skills and interactive development of ideas and material.

**Information Technology.....**

- can provide a safe and non-threatening environment for learning
- has the flexibility to meet the individual needs and abilities of each student
- gives students immediate access to richer source materials
- can motivate and enthuse pupils
- can help children concentrate and focus
- can present information in new ways which help students to understand, assimilate and use it more readily
- can offer opportunities for effective group work
- can promote access for pupils with learning difficulties to otherwise inaccessible areas of the curriculum
- can promote the public image of the whole school and assist students in developing a positive self image.

“Computers and associated equipment can improve the quality of the educational experience by providing rich, exciting and motivating environments for learning.....IT is ideally suited for work of a cross-curricular nature and can be used to stimulate many non-computer activities. Computers can be used to promote investigation, to encourage co-operation and to facilitate work in small groups. This allows pupils to take a more active role in the classroom and to take more responsibility and initiative in their learning.”<sup>3</sup>

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<sup>3</sup> New Information Technologies in the Irish School System.

## Our School

Currently we have a strong ICT culture within our school. As a staff we share teaching resources on our school network. We create flipcharts on our IWBs and share these with the appropriate class groups. We have put a school database in place to track pupils' attendance and testing and to keep a record of their school reports. Pupils have the opportunity to increase their learning experience by using our student laptops and our integrated computer syllabus. We also have a school website and Twitter account, which are both updated regularly.

We have invested heavily and effectively since the Department of Education Infrastructure Grant 2009. The following list outlines in detail what ICTs we have in place in our school.

- Each classroom has an Interactive Whiteboard and teacher laptop.
- There is also an IWB in place in the small general purpose hall.
- Each classroom has its own computer or laptop for student use on software packages or for Internet use or other online activities eg Renaissance Reading.
- Each classroom has its own digital camera and visualizer.
- Each classroom has the use of a digital video camera.
- Two laptop trolleys containing in total 30 laptops are available from first class to sixth on a timetabled basis.
- We have an IT syllabus in place with 10 subject integrated lessons for student use, which teach formal IT skills in an informal way.
- We have 5 Ipads for student use, mainly for the Special Education Team.
- We have ample broadband points in place through- out the school.
- We have ample wireless access points located around the school also.
- We have a NAS box in place for use as a school network.
- Display television in front lobby.
- We use the Aladdin Schools Database online system.
- School website [www.clanebns.ie](http://www.clanebns.ie) and Twitter @Clanebns

## ICT Plan

We at Scoil Phádraig hope that ICT will help with the implementation of the general aims of the Primary School Curriculum, namely;

- To enable the child to live a full life, and to realise his potential as a unique individual.
- To enable the child to develop as a social being through living and cooperating with others and so contribute to the good of society.
- To prepare the child for further education and lifelong learning.

It is the overall aim of this ICT plan to ensure that we have a strong culture of ICT in place in our school. This culture will be one of collaboration and development for the good of the pupils, staff and school as a whole. This plan will always need to evolve and be reviewed to ensure that we keep the ever changing role ICT plays in the teaching and learning of our school as a pivotal feature of our school culture.

We will endeavour to ensure that ICT integration is a never-ending process rather than a one off activity. We will ensure that as ICT developments are being unveiled they will have significant impact in the classroom both from the perspective of the teacher and the learner.

It is the hope of our school that the implementation and integration of ICT across the curriculum will be grounded in effective and worthwhile learning theories and strategies with a view to furthering the holistic development of the children in our care by means of the most progressive methods and technologies at our disposal.

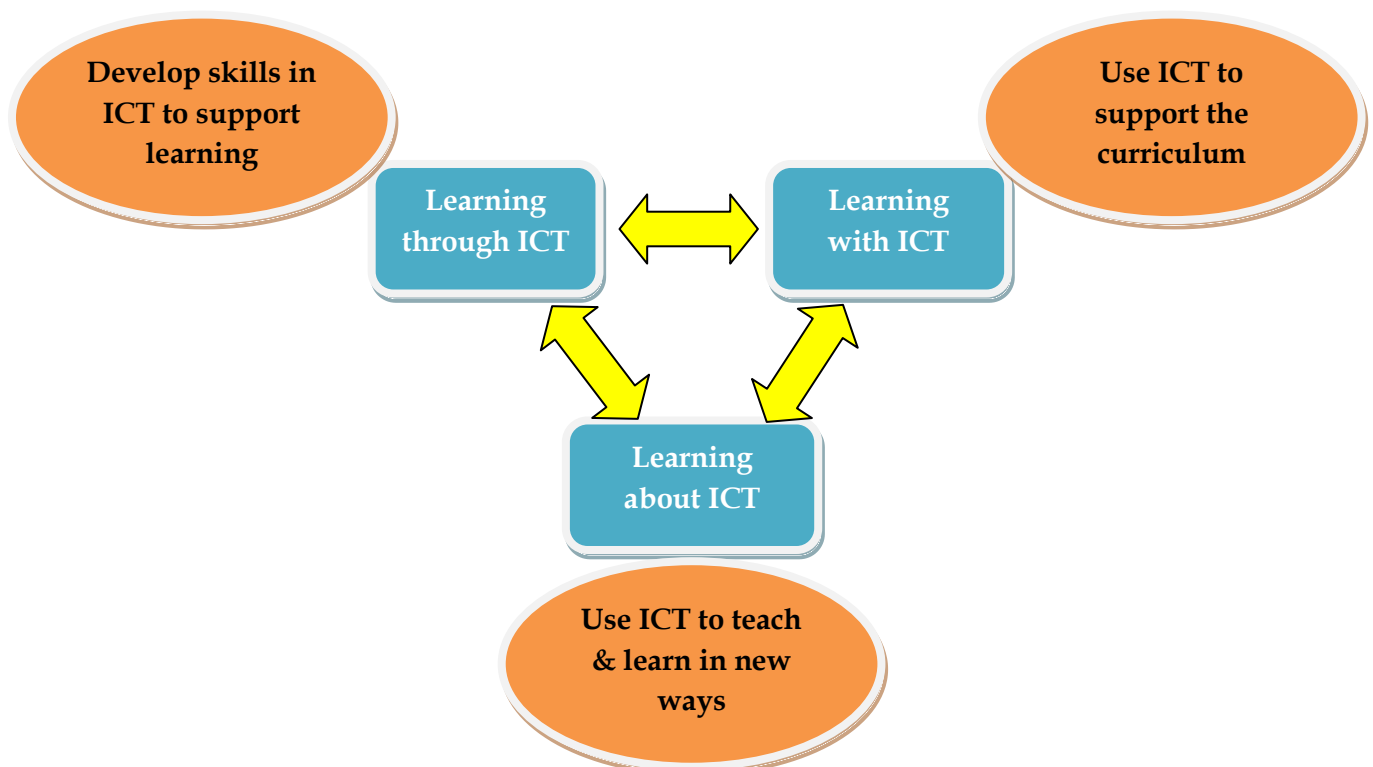
With this in mind we will prioritise three main areas of focus, namely, the **school**, our **pupils** and the **teaching staff**. We will ensure

- that our school is adequately equipped to effectively teach our children.
- that our children are using the most up to date equipment at their disposal.
- that the staff is adequately trained and capable in using the ICTs in their rooms for effective instruction.

## General Aims

- to enable the child to use a range of ICT tools in a relevant curriculum context
- to enable the child to develop and use ICT skills in the attainment of curriculum learning objectives
- to foster the child's confidence in his or her use of ICT, through enjoyable learning experiences
- to develop the child's understanding and practice of the safe use of ICT
- to enable the child to overcome barriers of access to learning resources caused by geographic location, culture, or language
- to enable the child to use ICT to support his or her learning effectively and creatively
- to inform the child's attitudes regarding the role of ICT in society, including the benefits and challenges of ICT use
- to support the development of the child's social skills through cooperative learning and problem-solving

ICT when used to support the aims of the Primary School Curriculum has the potential to augment and transform classroom teaching and learning. Much of the children's learning about ICT will develop organically through learning with ICT. Using ICT in the classroom can be approached in three ways.



## School

- To continue to make full use of facilities now in place. To develop facilities further as the opportunities and needs arise.
- To avail of further training opportunities for staff.
- To keep abreast of new developments by networking with colleagues using dedicated mailing lists and internet. We will co-ordinate with the local ICT advisor in the local Education Centre.
- To keep informed on suitable new software available for different classes.
- To further integrate those areas of the curriculum which need extra attention.
- To establish curriculum goals for ICT for each class.
- The integration of ICT should be directed toward enhancing teaching and learning.
- The development of ICT skills should be embedded in all planning.
- Planning for ICT should be at a school level and should address the use of ICT for students with special needs, equality of ICT access for all pupils and health and safety when using ICT.
- The role of the teacher is central to the effective integration of ICT across the school curriculum.
- Cooperation between home and school can facilitate the development of a common understanding about the use of ICT as a tool for lifelong learning.
- To review the ICT plan on a continuing basis.

## Pupils

- To make pupils comfortable and reasonably proficient with the computer as an educational resource.
- To provide regular access for *all* children to the ICT facilities of the school.
- To ensure that the computer training given to primary school pupils is relevant to their needs.
- To train pupils in the use of certain technical skills regarding use and maintenance of computers in the school.
- To train pupils in the use of certain software packages that are directly relevant to their areas of education, in the primary school.
- To present pupils with certain project ideas that can be enhanced through the use of computers.
- To enthuse pupils so that computer skills are seen as a relevant, coherent and basic part of their education.
- To give pupils the technical skills to make them independently responsible for the continued use of computers in their school.
- Pupils should become comfortable and proficient with computers in education.
- The computer will become an educational tool rather than a plaything.
- Pupils will be able to use e-mail and the Internet as an educational resource.
- Pupils will be encouraged to frequently update their knowledge base about computers.
- Pupils will begin to be in contact with other schools nationally and internationally thus broadening the educational experience for children and staff.
- Pupils will appreciate the value of educational opportunities provided by a skills base in ICT.
- That ICT in education will enhance the learning opportunities of all the children, from the weak to the gifted, in an atmosphere of self worth, self belief and self motivation.
- To make our pupils aware of the risks associated with computers in a world which is becoming more and more defined by the use of social media and web sharing devices and portables.

## On Leaving Scoil Phádraig

We hope that each child who leaves our school will be proficient in the use of ICT. To this end we hope that each child will have developed a proficient knowledge base in the use of computers.

We implement an integrated ICT syllabus within our school in the hope of teaching our pupils how to use different aspects of the computer. The main aim of this syllabus is to enhance the learning of our pupils. The main aspects of this syllabus are as follows.

- Introduction to typing.
- Introduction to the desktop and computer features.
- Moving of icons and customising of desktop, creating folders.
- Copying and pasting of files and folders.
- Use of Internet search engines such as Google
- Getting images and information from the Internet.
- Creating word documents of all types, inserting text and images and manipulating these within the document.
- Effective use of the digital camera.
- Using email from class to class or other schools.
- Attaching documents or zipping folders to emails.
- Effective use of the video camera, editing of such media.
- Create and deliver effective power point presentations.
- Use Excel to create bar charts and analyse data.
- Use Google Earth and Google Maps to investigate areas or towns around the country or other countries.
- Create a photo story or movie with pictures, videos and music.

“ICT can positively contribute to the children’s learning across the curriculum.....ICT facilitates the differentiation of the curriculum to suit the range of learning needs and styles of individual children. In this way, ICT can offer the teacher a powerful teaching and learning resource helping to ensure that all children can enjoy success as learners.”<sup>4</sup>

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<sup>4</sup> ICT in the Primary School; Guidelines for Teachers NCCA

## Teachers

- To monitor skills needs and to organise training for teachers as required.
- To pool resources within the school.
- To identify a teacher or teachers within the staff with special interest and/or skills in the area of ICT.
- To construct evaluative procedures for monitoring the progress and effects of ICT in the classes.
- To provide supports in terms of hardware and software.
- To provide teachers with access to new theories of education that are directly related to the evolving educational processes of ICT.
- To provide teachers with easy access to Internet and e-mail.
- To provide a method of allowing individual feedback from the teachers as to the success or failure of the ICT in various initiatives.

## Technology

- To audit the ICT resources of the school in terms of hardware / software / technical skills base on a regular basis.
- To acquire the necessary hardware to continue the development of ICT skills and initiatives in our school.
- To acquire the necessary software to continue the development of ICT skills and initiatives at the school.
- To source, within the community if possible, technical advice and expertise.
- To identify a person or persons within the community with skills for hardware repair and maintenance.
- To audit the hardware and software resources of the school on an ongoing basis (once a term) and to ensure that teachers are made aware of these resources and their possible uses for them.
- To keep abreast of new hardware developments.
- To update equipment at regular intervals.
- To monitor software developments and keep up to date with new material & resources

## **E-Learning Plan**

E-learning refers to learning which takes place using digital technologies. E-learning takes place when digital technologies are integrated with the appropriate teaching in order to meet the objectives of the curriculum. An e-learning plan therefore describes a series of actions that the school will take to integrate ICT into the learning and teaching that takes place within our school. As a result the following targets have been identified in our school and will be considered in our planning and teaching.

### **Leadership and Planning**

“The role of the principal and ICT co-ordinating teacher is core to the development of structures that will enable a culture of ICT to flourish within the school.”<sup>5</sup>

It will be the task of the principal and ICT co-ordinator to create a culture where teachers and students work together to use ICT in innovative ways in our school. It will also be their responsibility to ensure the progression and evaluation of the ICT policy, developing strategies for the integration of ICT throughout the school. It will also be the responsibility of the ICT co-ordinator to establish an e-learning team within the school who will support the implementation of the plan.

### **ICT in the Curriculum**

We in Scoil Phádraig will endeavour to integrate ICT across the school curriculum. We have developed an ICT syllabus which is integrated with certain areas of the curriculum developing ICT skills informally through topics in specific subject areas. ICT will be used to support the development of Literacy and Numeracy in our school. We will endeavour to incorporate e-learning resources into lessons on a regular basis.

### **Professional Development**

Teacher confidence and competence has been identified as a key target for the successful implementation of the school plan. It is therefore the aim of this e-learning plan to ensure that teachers acquire the necessary skills to integrate ICT into their teaching and planning. Teachers will be encouraged to attend pedagogically-focused ICT courses as opposed to

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<sup>5</sup> Planning & Implementing e-learning in your school. NCTE

technically-focused courses. It will be necessary to identify the professional development needs of the staff and provide the necessary support. The ICT co-ordinator will liaise with the local Education Centre to keep abreast of the most suitable courses available and the staff will be informed as required.

### E-Learning Culture

It will be necessary to ensure that there is a positive and practical ICT culture in place in our school to assist the staff and pupils and to ensure the implementation of the ICT plan. Teachers will be encouraged to develop digital resources and share these freely on our school network. Our pupils will be encouraged to engage with ICT as a means of developing their own learning and their own learning experiences both inside and outside of school. The school will also develop our e-culture by using digital means to communicate with families and the wider community.

### ICT Infrastructure

It is the aim of this ICT policy and e-learning plan to ensure that each classroom is fully equipped with the relevant ICT infrastructural needs to ensure the full integration of ICT into the school curriculum. These needs will be constantly reviewed and updated as and when such funds allow. The pupils in our school will be given as much opportunity as possible to engage with ICT in an equal and inclusive way.

### Special Learning Needs

There are children with special learning difficulties in our school. Our task is to identify software that will aid their learning. This can be done in consultation with the Support teachers, Education Centres, Special Ed. Groups and Special Needs Resource Catalogues. Programs like Word Shark cater for some of these needs. There will be a need for staff training to broaden the skills base in this area. We are fortunate at present in that there aren't any special needs learners in the school with any physical impairment. Should this situation change we would endeavour to revise the hardware requirements of the school with respect to their needs. This might include provision for visual, hearing, speech or physical impairments.

At the other end of the spectrum we need to identify software that will challenge high achievers and give them further opportunities to extend their educational experience through the use of ICT.

### Implementation

The successful implementation of the ICT e-learning plan depends on the ownership felt by all the stakeholders involved in the plan. It will be necessary for all staff to engage with the plan ensuring the benefits for teaching and learning are realised. It will be the role of the ICT co-ordinating teacher to monitor and assess the implementation of the plan, liaising with staff and pupils in this regard. The ICT co-ordinator will report back to the staff and e-learning team. The e-learning team will also monitor the plan, identifying problems early on to ensure solutions can be found. The overall successful implementation requires a whole school approach where each staff member plays his/her part.

## **Internet Policy**

This policy outlines our purpose in providing e-mail and access to the internet and explains how Scoil Phádraig is seeking to avoid the potential problems that internet access could give rise to.

### **Internet access in school**

Providing access to the internet in school will raise educational experiences and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide offering educational resources, news and current events. There will be opportunities for discussion with the experts in many fields and to communicate and exchange information and others world wide.

In addition, staff will have the opportunity to access materials and good curriculum practice, to communicate with the advisory and support services, professional and colleagues.

Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy and will have its importance explained to them.

Our School Internet Access Policy will be available for parents and others to read on demand.

### **Ensuring access is appropriate and safe**

The internet is freely available to any person wishing to send e-mail or publishing a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable materials;

- Children using the internet will be working in the classroom, during lesson time and will be supervised by the class teacher at all times.
- Staff will check that the sites pre-selected for pupils use are appropriate to the age and maturity of pupils.
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan.
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others.
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The IT co-ordinator will monitor the effectiveness of the internet access strategies.
- The IT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy.
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues.

It is our experience to date that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet it is not possible to guarantee that particular types of material will never appear on a computer screen. *The school will not accept liability for the material accessed, or any consequences thereof.*

A most important element of the Rules for Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any materials that make them feel uncomfortable. With this in mind teachers will go through the Webwise “Internet Safety Awareness” Programme with their class prior to using the Internet. This will educate the children to the dangers of the internet and make them aware of cyber bullying and the harm it can cause and what actions to take in such event.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the IT co-ordinator in consultation with the Principal teacher and the pupils’ class teacher. All the teaching staff will be made aware of the incident if appropriate.

If one or more pupils discover inappropriate material our first priority will be to give them appropriate support. His/Their parents/guardians will be informed and given an explanation of the course of action taken by the school. The school aims to work with parents/guardians and pupils to resolve any issue.

If staff or pupils discover any unsuitable sites the IT co-ordinator will be informed. The IT co-ordinator will report the URL and content to the Internet service provider if it is thought that the material is illegal. After consultation with the ISP, the site will be referred to the Internet Watch Foundation and the gardaí.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet and e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied.

- **This may involve informing parents/guardians.**
- **Teachers may also consider whether access to the internet may be denied for a period.**

### Maintaining security

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The IT co-ordinator will update the virus protection regularly and will keep up to date with IT developments and strategies to protect the computers.

### Internet to enhance learning

Pupil will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils.

- Access to the internet may be by teacher demonstration
- Pupils may access teacher-prepared materials, rather than open the internet.
- Pupils may be given a suitable web page or a single web site to access.
- Pupils may be provided with lists of relevant and suitable web sites which they may access.
- Older, more experienced pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher. Pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and sites they access.

The teacher will supervise pupils accessing the internet **at all times**. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they use the internet.

### **Using information from the web**

We believe that in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library books for example, most of the information on the internet is intended for an adult audience, and that much of the information on the internet is not properly audited / edited and most of it is copyright.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television.
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true and understand that this is even more important when considering information from the internet.
- When copying materials from the web, pupils will be taught to observe copyright and reference their work.
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

### Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request and to share information. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore;

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail addresses as a general rule.
- In-coming e-mails to pupils will not be regarded as private and will be monitored.
- Children will have the e-mail messages they compose checked by a member of staff before sending them.
- The forwarding of chain mails will not be permitted.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside of school hours.
- Senior classes may be provided with an email address for class use, for the sharing and printing of school work or projects.
- Google Classroom may be used for the same above reason but will be monitored closely by the classroom teacher.

## **Rules of Responsible Internet Use**

**The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.**

### **Using computers.**

- ☞ I will not access other people's files.
- ☞ I will not bring in Cds or memory sticks from outside school and try to use them on school computers.
- ☞ I will not delete files or folders without permission
- ☞ I will not change the desktop picture without permission.

### **Using the Internet**

- ☞ I will ask permission from my teacher before using the internet.
- ☞ I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- ☞ I understand that the school may check my computer files and may monitor the internet sites I visit.
- ☞ I will not complete and send forms without the permission of my teacher.
- ☞ I will not give my full name, my home address or telephone number when completing forms.
- ☞ I will use the internet for educational use only.
- ☞ I will not visit internet sites which contain obscene, illegal, hateful or otherwise objectionable material.
- ☞ I will not visit social media sites or use YouTube under any circumstances.

### **Using e-mail**

- ☞ I will ask permission from a teacher before checking the e-mail.
- ☞ I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.
- ☞ I understand that others may read e-mail messages which I receive or send.
- ☞ I will not send any illegal, obscene, defamatory or annoying messages.
- ☞ I will only send e-mails to people I know, or my teacher has approved.
- ☞ I will only send an e-mail which has been approved by a teacher.
- ☞ I will not give my full name, my home address or telephone number.
- ☞ I will not use e-mail to arrange to meet someone outside school hours.

### **Sanctions**

**Misuse of the internet will result in disciplinary action, up to and including SUSPENSION.**

## Internet Safety: Acceptable Use Policy

**School Name:** Scoil Phádraig

**Address:** Clane, Co.Kildare

The aim of this Acceptable Use Policy is to ensure that students 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 annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### School's Strategy

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:

#### General

- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor students' internet usage
- 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
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

**World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Students will use the Internet for educational purposes only
- Students will never disclose or publicise personal information
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy
- Students 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.

**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 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

**School Website**

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff

- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission
- Personal student 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 and will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

### **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc) in school if they have permission.

### **Legislation**

The school will encourage parents and students to familiarise themselves with the following legislation relating to the use of the internet.

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

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.

## Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

## Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education:

Communications Technology	Allowed	Allowed at certain times	Allowed with teacher permission	Not allowed
Mobile phones may be brought to school				
Use of mobile phones in lessons				
Use of mobile phones in social time				
Taking photos on mobile phones or other camera devices				
Use of handheld devices eg PSPs, or Nintendo DS				
Use of personal email addresses in school				
Use of school email for personal use				
Use of chat rooms/facilities				
Use of instant messaging				
Use of social media sites				
Use of blogs				

## Permission Form

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

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

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

### 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: \_\_\_\_\_

### 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 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 ☐  
(Please tick as appropriate)

In relation to the school website and Twitter, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website and or Twitter account. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work and photos on the school website and/or Twitter account

I accept the above paragraph ☐ I do not accept the above paragraph ☐  
(Please tick as appropriate)

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

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

**Ratification**

Signed on behalf of the Board of Management by

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Mr. Brian Connolly (Chairperson)

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Date

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Mr. Pat Costello (Principal)

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Date