



St. Nessian's National School,

Mungret,

Co. Limerick.

14409N

ICT and Social Media Expected Use Policy



ICT and Social Media Expected Use Policy

St Nesson's N.S., Mungret, Co. Limerick

1.1 Introduction

St. Nesson's Primary School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. Internet use and access is considered a school resource and privilege.

To that end, we provide access to ICT for student use. We blog at www.stnessans.ie, tweet at @MungretNS and maintain www.stnessans.ie as our school website.

This Expected Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

This policy is intended to cover all technologies used in the school, not just those specifically mentioned.

1.2 St. Nesson's Primary ICT Network

The St Nesson's computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education.

- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.
- Teachers have full editorial rights over the school website, blog and twitter. Students will not have access to relevant passwords
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the St. Nessian’s Primary existing Code of Behaviour
- Misuse of school resources may result in disciplinary action
- After using school laptops, students must ensure that they are returned to the laptop trolley and assigned their correct space in the trolley
- Every reasonable effort is made to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual
- The Principal / Deputy Principal choose and modify all twitter followers/followees. Retweets are not necessarily the views of St. Nessian’s Primary School, but are discussed and distributed for educational and conversational purposes
- There are no full name references on twitter.
- The staff and teachers of St. Nessian’s commit to not using the online platforms or school accounts for the expression of personal views
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

1.2 3 Photographs/ Images

St. Nessian’s Primary School use the blog, website and Twitter to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to complement text content on the blog, website and Twitter. These preapproved images may also feature on the Parents' Association Facebook page.

We advise the following:

- Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a note signed at the start of the year upon entering Junior Infants or in the case of transfer students, upon commencing their schooling in St. Nessian's Primary School.
- Children will not be named in full on school controlled platforms.

1.3.4 St. Nessian's Primary School online collaboration through blogging and other platforms

St. Nessian's Primary recognizes that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

St. Nessian's N.S. students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school blog.

1.4 .5 St. Nessian's Primary School own mobile devices

St. Nessian's Primary may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Students of St. Nessian's N.S. should abide by the same expected use policies, when using school devices off the school network, as on the school network.

Students of St. Nessian's N.S. are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher immediately.

1.6 Mobile devices in the possession of St. Nessian's Primary School students.

St. Nessian's N.S. students may not use personally-owned devices in school (e.g. laptops, tablets computers, digital-cameras, smart-phones and smart devices).

Appropriate online behaviour and adherence to the expected use policy should always be followed. With the exception of those using a mobile device for video conferencing at home as part of remote/ distant learning, mobile phones are strictly prohibited from the online classroom as they are in your school classroom.

1.7 Personal Safety

If students in St. Nessian's N.S. see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of:

- A teacher if they are at school, or
- A parent / guardian
- Students in St. Nessian's N.S. should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.

School technology or school based platforms should never be used to arrange to meet someone online.

Students' images will not be shared online (on the St. Nessian's Primary website, blog or twitter) without explicitly expressed permission from their parents.

- Consequently, students must not take, use or share images of or from other students in school on school online platforms.

- School videos on Vimeo or YouTube are not available for search or comment on the host sites.

1.8 Remote/ Distant Learning

During times of school closures, staff may choose to use a number of educational platforms/ tools for classroom communication to ensure more effective teaching and learning, whilst maintaining open lines of communication between staff, parents and students. St. Nessan's N.S. recognise that online safety is paramount and it is the purpose of this policy to help to protect both school staff and pupils, while online with the following guidance. For more detailed information on GDPR and educational platforms/ tools utilised by the school for the purposes of distant learning such as Google Meets, Google Classroom, Aladdin Schools or SeeSaw, please see the appendices.

It is the policy of St. Nessan's N.S. that all educational platforms used by the teaching staff with pupils for the purposes of remote/ distant learning are selected from a preapproved list that has been vetted (See appendix 3). This vetting process should ensure that any educational platform or online setting used by the teaching staff as part of remote/ distant learning have the latest up-to-date security and privacy features.

Pupils should also be made aware of the following with regard to remote/ distant learning:

- Normal classroom rules and school rules apply when engaging with any educational platform/ online setting;
- In addition to appropriate social behaviour expected of students outlined in section 1.8 Netiquette, pupils of St. Nessan's N.S. in the use of educational platforms/ online learning mediums should not engage in the following:
- 'bombing' or 'parachuting' (dropping into private meetings uninvited) or share the link and other details such as passwords for unauthorised people to do same;

- Take screen-shots, screen-grabs, sharing screens or data on other platforms e.g. social media (Instagram, TikTok, Facebook, Twitter, Whatsapp) in relation to any type of content shared and discussed during remote/ distant learning on such platforms/ online learning facilitates;
- Pupils should be aware of their responsibilities and respect the code of behaviour of the school thus ensuring they are dressed appropriately in school tracksuit/ school uniform and not wearing any clothing that may be deemed offensive or inappropriate;
- Pupils should consider their choice of location e.g. their workspace – there shouldn't be any artwork, posters or symbols that may be deemed offensive or inappropriate hanging in the background of their workspace while engaging with these educational platforms/ online learning facilitates;
- Be aware of specific rules/ protocol in relation to engaging with these educational platforms/ online learning facilitates e.g. keep your microphone muted throughout and only unmute when you are asked to do so in order to ask questions, give answers etc.
- Pupils and their parents should be made aware that breaches of any of these guidelines in relation to remote/ distant learning may result in disciplinary action as outlined under the school's code of behaviour.

The teaching staff should note the following guidance in relation to educational platforms/ tools with particular attention to video-conferencing (such as *Google Meets/Zoom*):

- Staff act as the host and will communicate the link in advance to parents via email or Aladdin, parental permission is implied by clicking on the link.
- The staff member is always the last to leave the online meeting room to ensure that pupils cannot rejoin the room afterwards;
- The staff member will maintain a log of calls and a record of attendance, as is done in general practice;
- An appropriate background/room should be chosen for the video call. The background visible for the video call is appropriate;
- All participants in the call should be dressed appropriately;

- Staff members will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another member of staff (i.e. SET or SNA) should be present at the meeting;
- Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil;
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online;
- In relation to child protection issues, the same obligations remain to off-site learning as mandated persons staff should report any concerns regarding online behaviour or interactions to school management.

1.9 Netiquette

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

- Students in St. Nessan's N.S. should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students in St. Nessan's N.S. should also recognize that content online may be unverified, incorrect, or inappropriate content.
- Students in St. Nessan's N.S. should not post anything inappropriate online that they wouldn't want parents/guardians or teachers to see. More detailed examples of expected use and unacceptable use are given in Appendices 1 and 2.

1.10 Plagiarism

- Students in St. Nessan's N.S. should not plagiarize content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school blog or Twitter
- Students in St. Nessan's N.S. should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online
- St. Nessan's N.S. will encourage students who create original content to claim ownership of it.

1.11 Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in St. Nessian's Primary School.

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges
 - St. Nessian's N.S. reserves the right to, in some cases to report incidences to Tusla and/ or An Garda Siochana.
 - St. Nessian's N.S. will support students, teachers and parents in dealing with cyberbullying
- St. Nessian's Primary School is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.
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1.12 Sanctions

Violations of this policy in St. Nessian's N.S. may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents
- Detention
- Suspension from school and/or school-related activities
- Exclusion

1.13 This policy was adopted in May 2017

1.14 This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy can be made available upon request.

1.15 This policy and its implementation will be reviewed by the Board of Management every three years or as necessary. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the Department and the patron.

1.16 This policy was reviewed and amended in May 2020.

Appendix 1

Examples of Expected Use in St. Nessian's N.S.

I will:

- Use school equipment for school-related activities only.
 - Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
 - Treat school resources carefully, and alert teachers if there is any problem with their use.
 - Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, and postings) online.
 - Recognize that use of school technologies is a privilege and treat it as such.
 - Be cautious to protect the safety of myself and others.
 - Help to protect the security of school resources.
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- When engaging with educational platforms/ tools I will follow the clear guidance and rules set out by the teacher (no screen-shots, no bombing/ parachuting, no sharing data or content on other social media platforms).
 - When engaging with educational platforms/ tools I will consider my location of workspace (ensure there is no artwork, posters or symbols that may be deemed offensive hanging in the background).
 - When engaging with educational platforms/ tools I will wear my school uniform or school tracksuit (I will not wear clothing, head coverings e.g. baseball caps, that may be deemed offensive or inappropriate).

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2

Examples of Unacceptable Use in St. Nesson's N.S.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Plagiarize content (copy, use as their own, without citing the original creator) I find online.
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.

- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.
- When engaging with educational platforms/ tools I will not:
 - walk around when I'm in a meeting;
 - eat or drink during the call;
 - bring your device to the toilet;
 - break our school rules - they are still in place, even online;
 - be left completely alone on the call, a parent / guardian is expected to be close by when you are engaging in a meeting;
 - take pictures or recordings of the video call (with the exception of those using a mobile device for a video conferencing, mobile phones are strictly prohibited from the online classroom as they are in your school classroom).

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 3

The following refer to the vetted list of preapproved educational platforms/ tools described in section 1.8 Distant/ Remote Learning (more details of the GDPR, security and safety policies can be found by clicking on the hyperlink):

- Google Meets (<https://support.google.com/a/answer/9822731>);
 - Aladdin Schools (<https://www.aladdin.ie/content/privacy>);
 - SeeSaw (<https://web.seesaw.me/privacy-policy>);
 - Class Dojo (<https://www.classdojo.com/privacy/>);
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- Google Classroom (https://edu.google.com/why-google/privacy-security/?modal_active=none).
 - Zoom (<https://zoom.us/docs/en-us/trust.html>)

EXPECTED USE POLICY FORM

Section One - Signature Accepting the Terms of the Expected Use Policy:

Student (*1st class students and up*):

I have read and understood this Expected Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

_____ (Date) _____

Parent / Guardian (*to be signed on student's behalf in infants*):

I have read and discussed this Expected Use Policy with my child:

(Parent / Guardian Printed Name)

(Parent / Guardian Signature)

_____ (Date) _____

Rules for online meetings:

Be Prepared



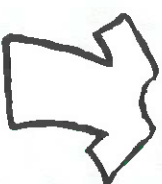
Bring any school work I have asked to see

Be On Time



So I can lock the meeting

Dress appropriately



No PJs please

Keep mic on mute



Until you're asked to speak

Raise your hand



If you want to speak

Listen to others



When they are speaking

Remember our school rules



They still apply

Have fun!



Wave hello to the camera when you join

No recordings or photos



allowed

Use a quiet place



Away from televisions or other distractions