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## **Cappataggle National School**

### **ICT Policy**

#### **Mission Statement:**

As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. Our aim is to produce learners (pupils and staff) who are confident and effective users of ICT. We strive to achieve this aim by:

- Helping all staff and pupils to explore the learning resources provided by ICT
- Helping all children to use ICT safely and with purpose and enjoyment
- Helping all children to develop the necessary skills to use ICT independently.
- Helping all children to evaluate the benefits of ICT and its impact on society
- Celebrating success in the use of ICT

#### **Rationale:**

Why does our school require ICT?

1. To provide the best possible education for all our pupils
2. To provide a powerful and up to date teaching resource for all our teachers
3. To allow for more effective administration
4. To help provide more effective communication between staff and parents
5. To prepare children for life in a technologically advanced world.

To what use will ICT be put?

1. School Administration
2. Apps/Websites that stimulate higher order thinking skills and problem solving
3. Word Processing of children's work
4. Research on the internet
5. Storage of Records of achievement/portfolio assessment (Seesaw)
6. Special Needs pupils.

## **Progression of IT Skills**

### **Infants to 2<sup>nd</sup> class**

- Turning the device on/off
- Use of the up , down, side and return buttons
- Typing simple stories/poems
- Basic use of powerpoint
- Playing educational games to reinforce concepts

### **3<sup>rd</sup> – 6<sup>th</sup> class**

- Typing work for display in the classroom
- Use of Powerpoint/Keynote/Piccollage – adding in pictures and effects
- Researching projects
- Using scratch
- Using Kahoot to recap on topics covered

### **Special Education/Learning support**

- Typing programmes – Nessy Fingers/ typing fingers LT/ten thumbs fighting
- Readtheory
- Nessy
- Using sites such as Storybird/ Barnes and Nobel/ Starfall
- Photostory
- Jollyphonics
- Go noodle
- Maths fight app

### **Current Usage of Facilities:**

- The laptop trolley and Ipads are timetabled for use in each classroom/resource room
- They are wiped down after each student's use
- Current usage includes pre-reading and early reading work; pre-number and early number work; mathematical application; development of thinking and problem solving skills; word processing, desktop publishing; use of multimedia encyclopaedia and typing skills; internet work; presentation of project work; creating art work; spelling; development of fine motor skills; music composition and recording.

### **Access:**

Pupils and teachers have permanent access to ICT.

### **Special Needs:**

Computers are provided in the learning support rooms, and resource rooms, as we recognise the potential of ICT to enhance the learning opportunities for pupils with special needs. Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops and specialised keyboards and Ipads for Assistive Technology are also provided where appropriate.

**Exceptional Students:**

ICT is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment.

**Health and Safety Aspects:**

All new computers/Ipads purchased will comply with European regulations regarding radiation. Dedicated power points are/will be installed for all computers, and fused plugs used.

**School Website:**

- The school hosts a website
- School news and other items of interest will regularly be added
- School policies that are relevant to parents will also be added to this site.

**Ratification:**

- This plan has been ratified by the Board of Management, including members of the parent body who liaise with management in all matters on behalf of the entire parent body.
- The plan is available for inspection should any of the partners wish to access same.

**Signed: Michael Hannon**

**Chairperson – BOM Cappataggle NS**

**Date: 1/12/20**

**Signed: Shane Dervan**

**Principal Cappataggle NS**

**Date: 1/12/20**

# ACCEPTABLE USE POLICY

**School Name:** Cappataggle National School

**Address:** Cappataggle, Ballinasloe, Co Galway.

## AIM

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. 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.

This version of the AUP was created on the 19<sup>th</sup> November 2020 by the staff of Cappataggle NS and Ratified by the Board of Management on \_\_\_\_\_.

## SCHOOL'S STRATEGY

The school will employ 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 pupils' 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 USB or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

The following points must be adhered to by pupils at our school. Teachers will 'police' the use of e-mail, and web access insofar as is humanely possible, having regard for the fact that teachers will have no governance over the

content of material received through e-mail/attachments etc. from other schools/sources, irrespective of filtering. One can only trust that the supervision afforded the 'sender' is as vigilant as that which teachers offer the pupils at our school.

### **World Wide Web – As NCTE filtering is in place in the school, the following will apply:**

- Students will listen to and follow the teachers instructions
- Video clips may be viewed on the teachers instructions
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- They will use appropriate search engines such as Kiddle or be directed to a specific website by the teacher eg. Using QR Codes
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- 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.

### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- Digital photographs of students may be published on the school website with parental consent.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

### **Photography:**

- Permission must be given by parents (via consent form) before photographs of children are placed on the school website, local newspaper etc.
- Parents may not upload school photographs or video footage of other people's children to social media networks such as Facebook.
- It is the policy of the school to use some photographs of children for some school displays.
- Children will photograph/video each other only with permission from teachers and for specific purposes.

### **Seesaw:**

- Permission is sought for children to use Seesaw
- In school children upload to their own portfolio
- They do not have access to any other children's portfolios
- They are reminded to sign out on completion

## **Legislation:**

The school will provide, on request, information on the following legislation relating to use of the Internet.

Teachers, students and parents should familiarise themselves with:

- 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, in line with our code of behaviour, eg withdrawal of access. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Children's Rules for Using Internet will be explained annually to children by teachers. Children will sign a Class Charter on the Acceptable Use of the Internet in classes from 1<sup>st</sup> to 6<sup>th</sup>.**

1. The internet may only be used for educational purposes.
2. All internet use can only take place when the teacher is present.
3. Keep PRIVATE personal details about yourself and others such as addresses, telephone numbers or pictures.
4. The teacher or Principal may check the work you have done or the website you have visited at any time.
5. Be respectful and follow the schools Code of Behaviour Policy when online

**NB: Please see our Remote Learning Policy for expectations when accessing the Internet for school purposes at home.**

**Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.**

School Name: \_\_\_\_\_

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

Class: \_\_\_\_\_

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

I accept the above paragraph

I do not accept the above paragraph

**(Please tick as appropriate)**

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

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

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

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

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# **INTERNET SAFETY ADVICE: TOP 10 TIPS FOR PARENTS**

The thoughts of what your child might come across online can be worrying. Check out our top internet safety advice to make sure going online is a positive experience for you and your child.

## **1. Discover the Internet together**

Be the one to introduce your child to the Internet. For both parent and child it is an advantage to discover the Internet together. Try to find web sites that are exciting and fun so that together you achieve a positive attitude to Internet exploration. This could make it easier to share both positive and negative experiences in the future.

## **2. Agree with your child rules for Internet use in your home**

Try to reach an agreement with your child on the guidelines which apply to Internet use in your household. Here are some tips to get started:

- Discuss when and for how long it is acceptable for your child to use the Internet
- Agree how to treat personal information (name, address, telephone, e-mail)
- Discuss how to behave towards others when gaming, chatting, e-mailing or messaging
- Agree what type of sites and activities are OK or not OK in our family

## **3. Encourage your child to be careful when disclosing personal information**

It is important to be aware that many web pages made for children ask them for personal information in order to access personalised content. Being conscious of when and where it is all right to reveal personal information is vital. A simple rule for younger children could be that the child should **not** give out name, phone number or photo without your approval.

Older children using social networking sites like Facebook or TikTok should be selective about what personal information and photos they post to online spaces. Once material is online you can no longer control who sees it or how it is used.

Teach your social networking teenagers how to use and apply the privacy and security settings of the site. All responsible sites have a Safety Centre and a Block and Reporting system. Learn together with your teen how to use the safety and security settings of the site.

## **4. Talk about the risks associated with meeting online “friends” in person**

Adults should understand that the Internet could be a positive meeting place for children, where they can get to know other young people and make new friends. However, for safety and to avoid unpleasant experiences, it is important that children do not meet strangers they have met online without being accompanied by an adult, friends or others they trust. In any case, the child should always have their parents' approval first.

## **5. Teach your child about evaluating information and being critically aware of information found online.**

Most children use the Internet to improve and develop knowledge in relation to schoolwork and personal interests. Children should be aware that not all information found online is correct, accurate or relevant. Educate children on how to verify information they find by comparing to alternative sources on the same topic. Show them trusted sites they can use to compare information.

## **6. Don't be too critical towards your child's exploration of the Internet**

Children may come across adult material by accident on the Web. Also a child may intentionally search for such web sites; remember that it is natural for children to be curious about off-limits material. Try to use this as an opening to discuss the content with them, and perhaps make rules for this kind of activity. Be realistic in your assessment of how your child uses the Internet.

## **7. Report online material you may consider illegal to the appropriate authorities**

It is vital that we all take responsibility for the Web and report matters, which we believe could be illegal. By doing this we can help to prevent illegal activities online, such as child-pornography or attempts to lure children via chat, mail or messaging. The [hotline.ie](http://hotline.ie) service provides an anonymous facility for the public to report suspected illegal content encountered on the Internet, in a secure and confidential way. The primary focus of the Hotline is to combat child pornography. Other forms of illegal content and activities exist on the Internet and may be reported using the service.

## **8. Encourage Respect for others; stamp out cyberbullying**

There is an informal code of conduct for the Internet. As in everyday life, there are informal ethical rules for how to behave when relating to other people on the Internet. These include being polite, using correct language and not yell at (write in capital letters) or harass others. Also, children as well as grown-ups should not read other's e-mail or copy protected material.

## **9. Let your children show you what they like to do online**

To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there. Acquiring technical knowledge could also make it easier to make the right decisions regarding your child's Internet use.

## **10. Remember that the positive aspects of the Internet outweigh the negatives.**

The Internet is an excellent educational and recreational resource for children. There are millions of age appropriate sites for younger children. Encourage your children to use such sites and to avoid registering for sites and services with adult content and behaviours. Help your child read the Terms & Conditions of Service for any site which they wish to join and to comply with the age restrictions of the site. Help your child apply all the privacy and security settings on the site. Encourage your child to be critically aware and explore the Internet to its full potential.