St. Stephen's De La Salle B.N.S.
Acceptable Use Policy and E-Learning Safety Plan for our school's Digital Technology Resources

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils in our school will benefit from the many and varied learning opportunities offered by the school's Digital Technology resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined here, will be imposed. **Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.**

The revised St. Stephen's De La Salle AUP was approved and ratified by the Board of Management in **October 2018**. The AUP was updated with this version in **April 2020**.

St. Stephen's Strategy:
Both the school and class teacher 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 pupils will be provided with information in the area of Internet safety through discussion and examples and tips to stay e-safe.
- Parents are encouraged to speak to their sons about e-safety. Some e-safety tips and materials have been made available on our school's website at **www.ststephensbns.com**.
- Uploading and downloading of non-approved software will not be permitted and the use of personal memory sticks, CD-ROMs, or other digital storage media in school is strictly not allowed without prior permission.
- Virus protection software will be used and updated on a regular basis.
- St. Stephen's De La Salle BNS has chosen to implement Level 4 filtering on the Schools Broadband Network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category.

World Wide Web
- Pupils will not intentionally visit Internet sites that contain rude, illegal, hateful or otherwise questionable materials. Pupils will be required to report accidental accessing of inappropriate materials to the class teacher.
- Pupils will not copy information into projects or other work and fail to acknowledge the source (plagiarism and copyright infringement). Pupils will be discussing plagiarism, copyright and the issues relating to the need to credit sources in class.
- Pupils will never disclose personal information, either about themselves or any other pupils.
- Downloading of any material (pictures, music, games, and any other materials not listed here) is strictly not allowed. In the case of pictures/clip art, they may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand.

Revisions to this Document:
- This AUP / E-Learning Safety Plan will be updated regularly, to keep up to date with new and emerging technologies and new Web 2.0 tools that may or may not be used in St. Stephen's, in order to keep our pupils and staff safe and aware of such new advances in technologies and Web 2.0 tools.
- Updates to this document will be communicated through the school's website **www.ststephensbns.com**, the St. Stephen's Twitter account (**@StStephensDLS**), the school's Facebook page (**facebook.com/StStephensDLS**), the St. Stephen's Instagram account (**@StStephensDLS**), and communication may also be advised by message on Aladdin Connect. This document (including any updates to same) can be viewed on the Policies page on the school's website at: **http://ststephensbns.com/our-policies**

Pupils must 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.

The safety of the pupils, as well as our school, is of paramount importance.

Aladdin Connect

- St. Stephen's is using Aladdin Connect to communicate with parents. The app is available for all smartphones and tablet devices, as well as having a website option.
- Permissions are no longer sent out in printed form; all permissions are granted from home via the Aladdin Connect app.
- Attendance is recorded on the Aladdin Connect system. All data stored on Aladdin is secured with 128 bit SSL encryption.
- Aladdin Connect will help the school/ teachers communicate with parents if / when the need arises.

iPads

- iPad sessions will always be supervised by a teacher.
- A classroom management app will be used by the staff in St. Stephen's to monitor pupil use of the school iPads. Pupils not following instructions may have their iPad locked remotely, or have the iPad confiscated.
- Use of the camera function for the taking of photographs / audio clips / video clips will not be allowed. This option will be disabled on the school iPads.
- The pupils will be provided with information in the area of Internet safety through discussion and examples and tips to stay e-safe. Parents are encouraged to speak to their sons about e-safety. Some e-safety tips and materials have been made available on our school's website at **www.ststephensbns.com** on the Parent's Tab.

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- Pupils will <u>never</u> disclose personal information, either about themselves or any other pupils.
- Downloading of any material (pictures, music, games, and any other materials not listed here) is strictly <u>not allowed</u>. In the case of pictures/clip art, they may be downloaded and used for projects or class work, providing that the class teacher has given express permission beforehand.

Photographs / Video Clips of Pupils

- Photographs/Videos may be taken of pupils participating in school activities, on school trips, in school plays/concerts, during visits from the Mayor or other dignitary, for reward displays in class-rooms, for religious displays (Communion, Confirmation) and/or any school or educational activity not   currently listed here. **Please note that NO photographs may be taken during the religious ceremonies (Sacrament of Penance, Communion, Confirmation, etc.)**
- Photographs and/or videos may be posted on the school's website, located at www.ststephensbns.com or on the school's social media accounts on Facebook, Instagram and Twitter. All photographs will have the school's ownership of the photos added to the metadata. Pupil photographs will not carry any individual names as part of the caption.

School Website (www.ststephensbns.com)

- Pupils will be given the opportunity to have their projects, artwork and selected school work published on the school's website, located at www.ststephensbns.com.
- The website will be regularly checked to ensure that there is no content that compromises the safety or personal information of pupils or staff.
- We will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Any photographs/videos of pupils will be digitally watermarked to highlight the school's ownership of the photos/videos. Pupil photographs will not carry any names as part of the caption; however, pieces of artwork / class work may carry a pupil's first name.
- Pupils' work will appear in an educational context on Web pages. The main page on our school website carries a copyright notice prohibiting the copying of such work while clarifying that **pupils will continue to own the copyright on any work published.**
- In addition, saving photos, videos, audio and any other material from the school's website via the right mouse click has been disabled. Some content may be made available for download (for example, school calendars, newsletters); this will be expressly stated on the relevant page.

Digital Archive of Photographs / Video / Audio Clips of Pupils

- During the summer of 2016, St. Stephen's added a digital archive to our website www.ststephensbns.com. This archive features photographs, videos, and audio files of previous years in our school. The archive can be viewed at the URL: ststephensbns.com/archive-home

Personal Devices:

ALL personal devices that have the capability of taking photographs or recording video or audio, such as iPads, iPods, tablets, MP3 players, DS or PSP consoles, and any other items not listed here but with these capabilities, are forbidden within the school grounds <u>at all times</u>. Neither the class teacher nor the school will be held liable for any personal devices lost, stolen or damaged on school property. Please also note that as per school policy, mobile phones **<u>are not allowed</u>** in school and to be in possession of one is in direct breach of the school's acceptable use policy. Any pupil found to be in possession of any of the items mentioned above (and any not listed but with the capabilities mentioned above) will have the item confiscated immediately and it can only be returned by having a parent visit the School Principal to request its' return.

Sanctions:

Misuse of the internet and/or any of the ICT equipment/resources in our school or failure to follow the expected behaviour laid out in this AUP may result in disciplinary action, including, but not limited to, written warnings home, withdrawal of Digital Technology privileges, face-to-face meetings with parents, and if necessary, referral to the school office for the attention of the School Principal, Mr. Morris.

Skype:

- Pupils may be engaged in the use of the Skype platform to communicate with other classes in our school, or with classes in many different locations around the world to share learning and also to take part in geography and maths games/projects with other classes.
- Guest speakers may also be invited to speak to some classes via Skype to talk about a topic that the class is working on.
- Use of Skype will solely be used for educational purposes and will always be supervised. Classes will use a dedicated class Skype account, to be used solely for school related work.

Zoom:

- Pupils may be engaged in the use of the Zoom platform to engage with teachers and other boys in their class for well being conversations and possible distance learning in the event that St. Stephen's is closed for an unexpected length of time or in a public health emergency.
- Zoom meetings will carry an ID and password, as well as using the "waiting room" feature to ensure the security and protection of the boys and teachers.
- Teachers will lock the meeting at its' beginning to further ensure security.
- Zoom Invitations, Meeting IDs and passwords will be shared with parents through the Aladdin Connect app and are not to be shared on social media, by text message or any other form, in order to protect our teachers and our pupils. Failure to follow this guideline will result in exclusion from future online Meetings.

Social Media

- Our school/classes use Twitter as one medium to communicate our pupils' activities. From time to time, this may also include "retweets" of interesting facts from carefully selected websites. **Retweets are at no time an endorsement by St. Stephen's De La Salle BNS**.
- Tweets will be continuously monitored to ensure that there is no content that could compromise the safety or personal information of pupils or staff.
- No copyrighted material will be uploaded or tweeted through our accounts without crediting the source of such material.
- We may use Twitter to collaborate with other schools in Ireland, or around the world. Such collaboration will be used solely for school related work.
- The main Twitter account for St. Stephen's can be found at this URL: www.twitter.com/StStephensDLS or directly through the school website on the right hand side of the main home page. Alternatively, it can be accessed through the smartphone, iPad and tablet Twitter app; the account handle is **@StStephensDLS**
- Our school/classes may use Instagram to display photos of pupil artwork and/or stories.
- The main Instagram account for St. Stephen's can be found at this URL: www.instagram.com/StStephensDLS Alternatively, it can be accessed through the smartphone, iPad and tablet Instagram app; the account handle is **@StStephensDLS**
- St. Stephen's has a Facebook page, located at: facebook.com/StStephensDLS. The page is to share news of school events, fundraisers, display pupil work, etc.
- Please note that St. Stephen's De La Salle **does not have and does not operate** accounts on Snapchat, Pinterest, Periscope, and other social media apps at this time. Our presence on social media as of April 2020 is on those listed here: Twitter, Instagram and Facebook.

YouTube

- St. Stephen's provides pupil access to YouTube as an educational resource.
- It is expected that pupils will only access videos on YouTube that will aid research for class projects or where there is an educational value to the video.
- Pupils will not intentionally visit YouTube videos that contain rude, illegal, hateful or otherwise questionable material. Pupils will be required to report accidental accessing of inappropriate materials to the class teacher.
- There are some e-safety tips that are available on our school website at: http://www.ststephensbns.com/parents-esafety
- St. Stephen's uses the YouTube video streaming website, to host videos of school events and activities.
- Videos of various class activities, such as vodcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to our YouTube channel.
- These video files **will not be made available to download**.
- No copyright material will be uploaded to our YouTube channel.
- ALL videos uploaded to the school's YouTube channel will be **UNLISTED**, i.e. they will not be publically searchable on the YouTube service. To view any videos that are hosted on YouTube, users will have to visit our school's website at http://ststephensbns.com/galleries

Class Dojo

- Classes may use Class Dojo as one method of rewarding effort, hard work and good behaviour.
- These Class Dojo accounts will not be publically viewable; parents and pupils will only be able to see their / their child's account information.
- Some classes may use the Class Story, School Story, Portfolio or Messaging features.
- Pupils retain the copyright on material submitted to teachers on the Portfolio feature.
- Pupils will not upload inappropriate materials or copyright materials to their Portfolio. To do so would be a breach of this policy and may result in suspension of Digital Technology privileges.

Seesaw:

- Our school may use Seesaw for assigning tasks and, if necessary, to communicate and receive classroom tasks using possible distance learning in the event that St. Stephen's is closed for an unexpected length of time or in a public health emergency. It may be used on a computer (PC) or on a smart device using the Seesaw app.
- Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC) or tablet or smart device. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.
- Pupils can share their work using photos, videos, drawings, text, PDFs, and links.
- Pupils retain the copyright on material submitted to teachers in the digital portfolio.

Soundcloud / MixCloud/Spreaker:

- Our school has accounts on Soundcloud, Spreaker and Mixcloud, audio file streaming websites.
- MP3's of various class activities, such as podcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to these pages.
- No copyright material will be uploaded to our school's Soundcloud/Mixcloud/Spreaker pages.
- Audio Files uploaded into Soundcloud/Mixcloud/Spreaker will be made available to listen to via embedded pages in our school website www.ststephensbns.com.
- These files **will not be made available to download**.

Padlet:

- Classes may have pages on the Padlet platform.
- Pupils may create "walls" to showcase work they are completing, to collaborate with other classes on different topics, or to brainstorm topics the class are working on.
- No copyright material will be uploaded onto any of Padlet pages.
- Additions to any of our school's Padlet pages may be moderated and require authorisation before appearing on our Padlet pages.

Vimeo:

- Our school uses Vimeo , a video streaming website, to host videos of school activities.
- Videos of various class activities, such as vodcasts, concerts, drumming, field trips and other activities not currently listed here, may be uploaded to our Vimeo channels
- These videos will be embedded in our school's website www.ststephensbns.com.
- These video files **will not be made available to download**.
- No copyright material will be uploaded to our Vimeo channel.

Animoto:
- Our school will make use of Animoto, a video slide show website, to showcase school activities.
- Photos of various class and school activities may be uploaded to create slideshows on Animoto and showcased through various pages on our school website www.ststephensbns.com.
- These video files **will not be made available to download**.
- No copyright material will be uploaded to Animoto.

Adobe Spark:
- Our school may use Adobe Spark to create videos or pages with school activities/project work.
- Videos will be embedded in our school's website www.ststephensbns.com.
- These video files **will not be made available to download**.
- No copyright material will be uploaded to our Adobe Spark account.

Kahoot / Socrative / Quizizz
- Our classes may use the educational quiz creator websites "Kahoot", "Socrative" and "Quizizz" as one method of assessment.
- The class teacher may create quizzes based on material covered in class. Pupils do not need an account to participate in the quizzes, and all quizzes created will be used solely for school related work.

Flipgrid:
- Our classes may be using the Flipgrid website/app to create pupil work and projects.
- No copyright material will be uploaded to Flipgrid accounts.
- Flipgrid URLs are not publically searchable and are only for use by classes in our school and selected classes in other schools that they might be working with.

Coding:
- Some of our classes may be using the coding program and website, "Scratch", developed by M.I.T. Scratch projects are commonly used for problem solving, maths, and learning coding.
- No copyright material will be used to create Scratch projects.
- Pupils will retain the copyright on any Scratch stories or projects created.
- Individual Scratch projects receive their own URL; we will share URLs of created projects if/ once they have been completed.
- We may also use code.org for problem solving, maths, and learning coding.
- We may also use blockly games to introduce coding in a simple form.

Internet Radio Station:
- Mr. Russell's Class manage our school's internet radio station. Pupils engage in the planning, editing and presentation of "radio shows" on the class' internet radio station.
- The presentation of programmes may include boys from all classes, contributing content and conducting interviews for airing on the radio station.
- All programme content will be checked before being broadcast. Programmes will contain content such as: music programmes, interviews, story reading, audio from class activities such as concerts, field trips, and history related activities, as well as other school events and activities not currently listed here.
- The content on the Internet Radio **will not** be available for download / listen back. It can only be listened to "live" or during a replayed airing.
- The URL for the Internet Radio Station is: http://ststephensbns.com/radio

100 Word Challenge:
- Some classes in our school may take part in the 100 Word Challenge at **100wc.net**.
- Once a story is written, it is posted to a class blog where volunteers from across the world visit and leave supportive comments.
- Comments are moderated by the relevant class teacher, and comments that are deemed not constructive or that are inappropriate will be deleted without being published and the user will be reported.

Flag Counter:
- St. Stephen's has a Flag Counter on our website. The counter logs the location of visitors to our school's website www.ststephensbns.com and the amount of unique visits from that country's location.
- The Flag Counter is also presented as a map or the world, with the flags of visitors our school's website displayed on the map.

St. Stephen's De La Salle B.N.S.
Acceptable Use Policy and E-Learning Safety Plan for our school's Digital Technology Resources

Permission Form:

Please carefully review the St. Stephen's De La Salle BNS Acceptable Use Policy and E-Learning Safety Plan, discuss this with your son, and then sign and return this permission form to the school. Please keep a copy of pages 1, 2, 3, 4 and 5 for your reference. This permission will cover the pupil named below from Junior Infants to 6th Class (unless a written letter withdrawing permission is received by the school principal — see final paragraph below) and through all updates to this document (Page 1: "Revisions to this Document")

Name of Pupil: _____

Year: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have carefully read the Acceptable Use Policy / E-Learning Safety Plan and grant permission for my son to access the Internet and use the school's Digital Technology resources. I understand that Internet access is intended for my child to benefit from the many and varied learning opportunities offered by the school's Digital Technology resources. I also understand that while every reasonable precaution has been taken by the school to provide for online safety, the school cannot be held responsible if pupils access unsuitable websites.

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

I understand that my child's photo and/or video/audio may be taken/recorded while participating in school activities, on school trips, in school plays/concerts, during visits from the Mayor or other dignitary, for reward displays in classrooms, for religious displays (Communion, Confirmation), for display on the school's website (www.ststephensbns.com) and/or any school or educational activity not currently listed here.

I also understand that at any time I can withdraw my permission for St. Stephen's De La Salle BNS to use my child's photo/video/audio and/or school work in the context listed here, by putting it in writing and addressing it for the attention of the School Principal. I understand that withdrawing said permission will be a **permanent** arrangement.

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

Parent Signature: _____   **Date:** _____

Telephone: _____

Please bear in mind that while you have the right to decline acceptance of the Acceptable Use Policy / E-Learning Safety Plan, if the paragraphs above outlining the use of ICT in St. Stephen's De La Salle BNS are declined, your son will not be able to use any of the Digital Technology resources and equipment that is available in our school, nor will he be able to take part in any Digital Technology related activity that might be undertaken by his class.