



Dean Kelly N.S Acceptable Use Policy



Statement

Definition

The aim of the 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 Therefore, if our Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined will be imposed.

It is envisaged that school and Board of Management Representatives will revise this Policy as necessary.

School 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 Use:

- Internet usage will always be supervised by a teacher.
- Filtering systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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 connection of any personal devices to the schools internet connection or IT equipment is strictly prohibited. This includes, but is not limited to, mobile phones, smart phones, tablet devices and all media storage devices.
- Pupils will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Any personal data recorded will be processed, transferred and made available according to the Data Protection Act 1998

Internet Use:

Pupils:

Pupils will engage and participate in Internet Use Safety workshops and programmes every year facilitated by class teachers. At times external agencies will facilitate workshops for senior classes with parental permission on Internet safety and Social Media use.

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. It is understood that unwanted or unsuitable material may sometimes be accessed accidentally. In these cases the pupil must immediately stop using the computer and inform the teacher.



Dean Kelly N.S Acceptable Use Policy



- Pupils will use the Internet for Internet educational purposes only. Internet sessions will always be supervised by a teacher.
- Pupils will be familiar with copyright issues relating online learning.
- Pupils will never disclose or publicise personal information. Pupils will receive training in the area of internet safety.
- Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons.
- Pupils will not download materials or images that is not relevant to their studies. Media content websites, like YouTube can only be accessed under the supervision and direction of the teacher.
- Pupils will ask permission before entering any website unless already approved by the teacher.
- Personal social networking contact between pupils and school staff should be strictly avoided during or outside school hours. This includes sending or accepting “Friend” requests.

School Staff:

- School staff may not use the Internet for personal use during school hours, with the exception of break time.
- School staff who connect to personal devices such as laptops, mobile phones etc. to the school wired or WiFi network must ensure that those devices have adequate anti-virus and security software.
- School staff is strictly forbidden to access inappropriate material on the Internet at any time.
- School staff is prohibited from downloading, uploading, copying or storing copyrighted media files (such as MP3 audio files or video files) of any type.
- School Staff are prohibited from running peer-to-peer or other internet content distribution software on school computers.
- School staff will be made aware of internet safety issues.
- School staff will not access social networking sites e.g. Facebook, Twitter etc. during school hours.

Parents:

The school asks parents to please observe the following:

- Please do not allow children to have personal accounts on Facebook, Twitter etc. until they are the appropriate age.
- Please do not “tag” photographs or any other content which would identify any children or staff in the school.
- Avoid any negative conversation about children, staff or parents on Social media/ WhatsApp accounts. If you have an issue with something in the school. This is not the place to raise it.

School Web Site/ Social Media:

- Pupils will be given the opportunity to publish projects, artwork or school work on the School Website.



Dean Kelly N.S Acceptable Use Policy



- The publication of student work will be uploaded in collaboration with class teachers.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students or groups of students will only be published on the school web site using first names or in some cases no names at all. Permission from parents is sought each school year before any photograph/ Video is published on the school website or on social media.
- Personal pupil information including names, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- The principal will take overall editorial responsibility and ensure that content is accurate and appropriate.

Internet –Based Communication

In recent years the Internet has seen the emergence of Internet-based communication systems such as Skype, Viber, Seesaw, Zoom and Facetime. These systems have huge potential value as educational tools when used under supervision, for example allowing free video communication with classes in other countries.

- Pupils will only use approved Internet Communication accounts under supervision and with permission from a teacher. Internet communication is used for educational purposes only.
- Pupils will set up and use internet communication in school only under the direct supervision of a staff member.
- Pupils must immediately tell a teacher if, while using such a system, they receive a request for connection from another source.
- Pupils will not reveal their own personal details or the personal details of other pupils in Internet Communication systems.
- Pupils will never arrange a face-to-face meeting with anyone in Internet Communication sessions.
- Pupils will note that sending and receiving files during Internet Communication Sessions is subject to permission from their teacher.
- Seesaw and Zoom are used as a two way communication system between home and school to facilitate distance learning and to communicate with parents.

DISTANCE LEARNING POLICY

Use of SEESAW

Dean Kelly National School strives to integrate technology into all learning areas throughout the school. Using Seesaw for Schools we as a staff endeavour to support a range of teaching, learning and assessment approaches that:

- enhance learning opportunities through access to a range of resources, stimulus materials and learning tools
- provide increased opportunities for student engagement and motivation
- equip students with the necessary knowledge and skills to use ICT to support 21st-century learning



Dean Kelly N.S Acceptable Use Policy



- support the development of effective student research and evaluation skills
- promote critical and creative thinking skills
- increase teacher and student efficiency
- develop awareness of the public nature of online activity and related responsibilities
- increase opportunities to work collaboratively, locally, nationally and globally.

Seesaw Vision

Seesaw’s mission is to create an environment where students can be their best. To accomplish this goal, it is essential that Seesaw is a safe place for students to document their learning, and that parents and teachers are in complete control over how that information is shared.

Seesaw and Parental Consent

We require that teachers or schools get parental consent on behalf of children who are under the age of giving their own consent before using Seesaw. This will be achieved through a written consent form provided by Dean Kelly N.S. This consent form will be included in our enrolment policy from 2021,

Seesaw Privacy Policy

Protecting your privacy is fundamental to our mission and business. The following summarize our promises to you.

- We never sell your data or student data.
- We never advertise in Seesaw.
- We don’t own the content you add to Seesaw.
- Student work is private to the classroom by default.
- We use the latest security industry best practices to protect you.
- We are transparent about our practices and will notify you if things change.
- We are compliant with FERPA, COPPA, GDPR, MFIPPA, and the Australian Privacy Act.

To learn more about how Seesaw collects, stores, uses, shares, and protects your personal information, please review our full [Privacy Policy](#).

Seesaw and GDPR

Seesaw complies with the European Union General Data Protection Regulation (the “GDPR”) and makes it easy for EU individuals to exercise their rights described in that regulation. The purposes for which Seesaw collects your information, the categories and specific types of information, and our practices and policies regarding the processing of your information are described in this Privacy Policy and our Data Processing Agreement. If you have specific questions about how Seesaw is compliant with GDPR, please see our [frequently asked questions](#) about GDPR.



Dean Kelly N.S Acceptable Use Policy



Teacher Use of Seesaw

When a teacher creates a Seesaw class, he/she agrees that:

- Any students you add to your class are current students in your class.
- Any additional teachers you add to your class are authorized by your school to access student journals.
- You will use Seesaw only for lawful purposes and abide by applicable law and school and school district policies in your use of Seesaw.
- You will treat Seesaw as an extension of the classroom and take reasonable steps to confirm that students are using Seesaw appropriately.
- You will take reasonable measures to protect access to information contained in student journals and class journals.
- You will only invite parents, guardians to view student journals.
- You will protect your class QR code so that access to student journals and class journals is limited only to students and parents, guardians, and other trusted adults.

Pupil Use of Seesaw

- Students may use Seesaw only if their parent or legal guardian has given permission to their teacher or school.
- You agree to use Seesaw only if you have been given a Join Code or have otherwise been invited to use Seesaw by your teacher.
- Seesaw is an extension of the classroom. You agree to use Seesaw in a manner that is appropriate to the classroom.
- You may not violate the policies of your school or school in your use of Seesaw.
- You may not use the video tool in Seesaw at home unless instructed by the teacher to do so in order to complete a specific assignment and with parental supervision. Audio recording will also be used as an alternative when suitable.

Prohibited Activities (Pupils and Teachers)

All users agree that they will refrain from the following prohibited activities when using Seesaw.

- Don't use Seesaw in a manner that violates any applicable laws, regulations, ordinances, or directives.
- Don't use Seesaw in any manner that would be inappropriate for the classroom or violates applicable school or school district policies.
- Don't use Seesaw to lie or mislead other users.
- Don't use Seesaw to distribute unsolicited or unauthorized unsolicited communications, promotions, advertisements or spam.



Dean Kelly N.S Acceptable Use Policy



- Don't use Seesaw to do anything threatening, abusive, harassing, defamatory, tortious, obscene, profane, or invasive of another person's privacy.
- Don't do anything that interferes with the proper functioning of any software, hardware, or equipment that belongs to Seesaw or anyone else.
- Don't impersonate Seesaw or our users on Seesaw or elsewhere.
- Don't interfere with anyone's use or enjoyment of Seesaw.
- Don't use personal information about other users, including students, without consent or as forbidden by applicable law or regulation.
- Don't use Seesaw in a way that infringes the intellectual property rights of others.
- Don't crawl, scrape, or use any manual or automated system to copy any public content available within Seesaw.

Seesaw Usage at Dean Kelly N.S.

Seesaw will be used in all classes from 2ND to 6th.

The content of students' work and frequency of posting will depend on class level and curriculum.

Pupils' work is private and cannot be viewed by other classmates. Work posted is only viewed by the class teacher and school Seesaw administrators.

Teachers will be consistent with the uploading of work and will adhere to homework guidelines decided by whole staff discussion.

Whilst video may be used under the supervision of the class teacher within the school setting, use of the video at home is not permitted unless completing a specific assignment and should always be with parental supervision. Audio recording will also be used as an alternative when suitable.

Seesaw homework will be set for THURSDAY of each week. This must be submitted on the same evening by each pupil.

With collaboration and consistency across class levels designated pieces of work will be published at least once a week.

Seesaw will be used to publish items of the following nature to parents: work samples, collaborative group activities, audio, video and photos of students both at work and of their work

Responsibilities

School Leaders will:



Dean Kelly N.S Acceptable Use Policy



- Ensure adequate training is provided for staff on the use of Seesaw within the classroom
- Comply with the Policies of the Department of Education
- Include Seesaw Agreement in new enrolment pack
- Ensure the GPS Seesaw Policy is available for parents through the school website
- Ensure all staff, parents and guardians comply with the GPS Seesaw Policy
- Have up to date registers for child safety, protection
- Ensure that teachers have a cut off time for correction of seesaw activities posted

Teachers will:

- Post activities at least once a week.
- Ensure they are aware of up to date information regarding child safety, protection
- Use student first names only.
- Use Class Code sign in for students (instead of email/Google sign in)
- Comply with school policy regarding Seesaw use in the classroom
- Ensure the video tool is disabled prior to setting homework activities (When not needed)
- Teach students behaviours to keep safe online. For example: Keeping personal details private, not sharing user name or codes, thinking before posting, not posting information/images that they would not want others to know

Parents will:

- Be familiar with the GPS Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a quiet environment for their child to complete homework activities
- Discuss child's activities and view their Seesaw posts on a regular basis
- Take an active role in helping your children process their learning
- Limit communication to reasonable hours and understand the need for patience

Students will:

- Abide by the GPS Seesaw Policy
- Follow guidelines outlined by the teacher to ensure safety online. For example: Use the class code to sign in to Seesaw, only use first names when posting items on Seesaw, post work in a responsible manner in line with their teachers' directions
- Not use Seesaw to video or audio call or message another student.
- Be aware that all interactions in Seesaw – via text, audio or video – are monitored by your teacher.

ZOOM / TEAM/ Google Meet VIDEO POLICY

Guidelines for good online communication in Dean Kelly NS



Dean Kelly N.S Acceptable Use Policy



1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Any electronic forms of communication will only be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Teams, Zoom, email, Aladdin, SEESAW)
6. Teachers will make every effort to only use websites and online tools which are safe however it should be noted that the school cannot guarantee the security/safety of websites/tools which are widely available to the public.
7. For video calls using Teams/Zoom, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the parent and pupil logging on to the call, permission is assumed.
8. Teachers will request in advance that parents/children who do want to participate in a Team/Zoom call should inform the teacher by email. Only parents who indicate their children want to participate will be sent the details for the call.
9. Ensure that the background visible for video calls is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils when calls are taking place for both parties.
10. For security reasons, passwords will be provided to families, where applicable.
11. While teachers will ensure all possible security measures are followed, Dean Kelly NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
12. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 9:30am – 3:10pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff members will notify parents/guardians of the date, time and password for a video call via email and use their own school gmail when setting up the Zoom Call.
8. The teacher should always invite the pupils/students to the call and teachers will act as hosts ensuring that they disable the co-host function
9. The teacher is always first in the room (deploy waiting room/lobby where possible) and the last to leave the online meeting to ensure that pupils/students can't rejoin the



Dean Kelly N.S Acceptable Use Policy



room afterwards. Maintain a log of calls and a record of attendance as you would do in general practice

10. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
11. Staff will ensure that the call is locked when all of the participants have entered the meeting and will immediately end the meeting if they feel that the call has been compromised.
12. The teacher may mute participants if the background noise is interfering with the call quality.
13. It is school policy and good practice from a Child safeguarding and operational perspective to have a second staff member on any video call. (sna or SET teacher working in collaboration with the class teacher)

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls on Teams or Zoom:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. If a student cannot attend or has technical issues they should email or message their teacher
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. The chat function should be used in a responsible manner by children, in order to communicate with the teacher during an online meeting/call. Be respectful at all times, remember that you are in a classroom, even if you are not wearing your uniform.
9. Only the teacher can start the live lesson, students may not start a live meeting themselves.
10. Students are not allowed to contact students/others through Chat/Email or Meet Now unless a teacher has set up the group and is a member of it.
11. Show respect by listening to others while they are speaking.
12. Students are not required to turn on their camera but must communicate through Audio or in the Chat Function with their teacher during the class, as required.
13. Ensure that you are dressed appropriately for the video call.
14. Be on time - set a reminder if it helps.
15. Enjoy! Don't forget to wave hello to everyone when you join!



Guidelines for parents and guardians: For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls on Teams or Zoom

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience. Teachers may use techniques such as quizzes, show and tell and may even teach a simple lesson online. However, the main purpose is to allow contact, connection and communication between the pupils and teacher.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video calls if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom/Teams call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy> 11. And for Teams please visit <https://www.microsoft-teams/security> or <https://www.microsoft.com/en-us/servicesagreement/>

Guidelines for Parents for a Zoom Call:

The following guidelines are to ensure the security and safety of all of the children and teachers during a Zoom call. Please adhere to them. Teachers will send these rules to parents if they are setting up a Zoom call for their class.

Parents will receive a text message indicating that there will be a scheduled Zoom meeting for their child on a specified date and at a certain time. If parents do not wish their child to participate in the video call, they will be asked to email the school by a certain date also. There



Dean Kelly N.S Acceptable Use Policy



is no obligation on parents to allow their child participate in this format of remote teaching and learning.

If parental permission is given :

- Parents are sent an email one day prior to the scheduled video call to invite the child to participate in a class video call using a Zoom code and password specific to the class call.
- **Receipt of this email indicates that the parent is giving permission for the child to participate and is available to supervise during this call.**
- Parents are not to share or forward this invitation to anyone else. Only the teacher can send the invitation to a parent
- The teacher will only admit those pupils who have permission to participate in the video call. It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child’s parent will be informed of the incident.

Acceptable Use Policy - Permission Form

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

Name of Child: _____ 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 my son/daughter or the child in my care to access the Internet. I 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 school work 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.



Dean Kelly N.S Acceptable Use Policy



I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

Parent's/Guardian's Name: _____

SEESAW CONSENT

Parental / Caregiver Consent

I _____ am aware of the terms outlined in the Seesaw Policy. I acknowledge my child _____ in _____ class will participate in Seesaw. I will abide by the following Parent expectations as outlined in the policy:

- Be familiar with the School Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a quiet environment for their child to complete homework activities
- Supervise child's activities and view their Seesaw posts on a regular basis
- Take an active role in helping your children process their learning
- Limit communication to reasonable hours and understand the need for patience

Signed by Parent/Caregiver Printed name of Parent/Caregiver Date

Student Agreement

I _____ am aware of the terms outlined in the Seesaw Policy.
I _____ of _____ class will behave according to the outlined Seesaw Policy and will follow the following rules:

- Use the class code to sign in to Seesaw
- Only use first names when posting items on Seesaw
- Post work in a responsible manner in line with my teachers' directions
- Complete weekly homework assignments and submit them on time
- Not use the video tool on Seesaw when at home
- Not use Seesaw to video or audio call or text another student.
- Be aware that all interactions in Seesaw via text, audio or video are monitored by my teacher.
- Submit my best work at all times.



Dean Kelly N.S Acceptable Use Policy



Signed by Student

Printed name of Student

Date

This Policy will be reviewed and updated as necessary Signed and Ratified by the Board of Management on: _____

Signed: _____

Chairperson,
Board of Management

Dated: _____