



# Craggagh National School

## Balla, Co Mayo

(094) 9365177 | [www.CraggaghNS.ie](http://www.CraggaghNS.ie) | [info@CraggaghNS.ie](mailto:info@CraggaghNS.ie)



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### Introduction and Context:

In Craggagh National School, we see the use of ICT as an important component of school life. There is significant scope for ICT to be used in classrooms as an aid to learning.

To this end, we provide access to ICT for student use. Our school website is [www.CraggaghNS.ie](http://www.CraggaghNS.ie), we blog at [www.CraggaghNSBlog.com](http://www.CraggaghNSBlog.com), tweet @CraggaghNS and Skype at "craggaghpupils".

The purpose of this document is to regulate the use of ICT equipment and software to ensure best and safest practice throughout the school.

### 1 Internet – World Wide Web

The internet is an extremely valuable learning resource, both for teachers to use on a whole class basis and for pupils to use individually. However, due caution must be adhered to.

#### 1.1 Content-filtering

Craggagh NS is connected to the School Broadband Network (SBBN). Fortiguard Web-Filtering is in place. Craggagh NS operates on **Level 6** of this filter. More information about Fortiguard Web-Filtering (v3.2) may be obtained here:

<http://www.ncte.ie/media/FortinetFilteringv3.2.pdf>.

Teachers using video or photo sharing sites such as YouTube or Pinterest, on overhead projectors, should view all videos or pages **prior** to classroom use. YouTube videos on pages containing associated content which teachers deem inappropriate may be filtered using a browser extension such as "A Cleaner Internet" (<http://clea.nr/>). Alternatively, videos may be downloaded and stored locally.

**Anti-Virus software** will be used and maintained.

#### 1.2 Internet use by children

Children will be allowed access to the internet under teacher supervision. "Free Surfing" is not permitted. That is, children are not permitted to freely surf the internet without teacher guidance. Children may engage in **guided research** and teachers may also direct children to specific educational websites.



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Students are not permitted to intentionally access websites containing abusive, obscene, illegal or otherwise inappropriate material. Students should report accidental accessing of such material to a teacher.

Students shall not plagiarise. Students engaging in project work are encouraged to use the internet for research purposes but must acknowledge their sources.

Students must never disclose or publicise personal information.

Students will be provided with training in the area of internet safety.

## 2 Email

Email is an essential form of contemporary communication and as such, we believe it has a place in our school curriculum, particularly with senior classes.

### 2.1 Email use by children

- 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

## 3 School Website ([www.CraggaghNS.ie](http://www.CraggaghNS.ie)) & Blog ([www.CraggaghNSBlog.com](http://www.CraggaghNSBlog.com))

### 3.1 General purpose of school website

The school website is primarily used to promote the school and convey key information to visitors, including our contact details, opening hours and calendar of events. Parents are encouraged to avail of the "Online Absent Note" as a means of communicating pupil absences with the school. The home page currently contains a feed from the school's Twitter account which briefly communicates news and images from the school as well as topics of general interest to the school community.



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The blog is used to publish children's work, achievements and activities as well as school news. The blog may also be used as a learning resource being an online space where teachers may share relevant links, videos, images and text etc. to enhance classroom activities. This blog will be maintained by teachers and staff although children may be afforded opportunities to publish work or projects under teacher supervision.

### 3.2 Pupils' Images on CraggaghNS.ie

Images of pupils will not be posted on CraggaghNS.ie, CraggaghNSBlog.com or the school's Twitter account (@CraggaghNS) without permission from parents/guardians. All current parents have been asked to sign a declaration to approve the use of their child's images and this declaration is contained in the school's Enrolment Form for all new pupils. The school will endeavour not to publish images of pupils by themselves, and that children shall not be named in full; first names will suffice. Should their full name be used at any stage, verbal permission for a parent/guardian will be sought.

## 4 School owned stationary computers, laptops, tablets and cameras

Craggagh NS owns a range of ICT hardware which is intended for teacher and pupil use.

### 4.1 Pupils' use of school owned hardware.

There are four "teaching" laptops which are intended for teacher use only. These laptops may contain teacher generated pupil related data. This **content is confidential**. Pupils may be allowed access these laptops, only with a teacher's permission. Teachers may, should they wish, set up a separate user account on their laptop for pupils' use. The Secretary's PC is also subject to these restrictions.

There is a range of general use PCs, laptops, Chromebooks and iPads which are primarily for pupils' use. These devices are central to the use of ICT by pupils, and permission must be granted prior to pupil use.

### 4.2 Cameras (photographs & video) and all other recording devices.

Teachers may, through the use of digital cameras, record pupils work for display around the school and on the school website. As mentioned in **3.2** above, teachers will endeavour not to photograph pupils by themselves, or have pupils directly identifiable by these images or work.



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### 5 Student owned ICT Devices

In general, **students are not permitted to bring personal devices to school** whether for personal or educational use. This includes mobile phones, tablets, laptops, gaming devices etc.

#### 5.1 Use of Personal ICT Devices by Pupils - "Bring Your Own Device"

A practice of "BYOD" has many advantages. It improves the device to pupil ratio, can simplify the process of sharing work between home and school and utilises readily available ICT equipment and software owned by families.

Children are only permitted to bring personal devices to school when approved by both a teacher and a parent/guardian. Parents are reminded that should a pupil bring a personal device to school, they do so at their own risk. There will never be an onus on families to provide such equipment to their child for use in school.

USB drives, memory cards, DVDs and CDs etc. are only to be used with express permission of a teacher.

#### 5.2 Guidelines for "BYOD"

Children using their own devices will only access the internet through the school's broadband connection, therefore, will be protected by the SBBN filtering system. As with all internet sessions, pupils must be supervised online and the same rules apply as outlined in **1.2** above.

Children are only to use email when instructed to do so by a teacher. The **use of personal email accounts is not permitted**, pupils requiring email for school based purposes will be given access to an approved class email account (see **2** above). The sending of personal messages (emails, iMessages, instant messaging, tweets etc.) is prohibited.

Children are not to use cameras in school unless they are expressly permitted to do so by a teacher.

A teacher may allow a student to bring a smartphone to school for internet access, email or use of specific apps. When not in use as part of a lesson, these phones must be powered down.



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### 6 Recording

Most personal devices now have multiple recording applications including still images, videos and voice recorders. The recording of another pupil or teacher by any of these means is strictly prohibited, except in circumstances where a teacher deems it necessary.

### 7 Legislation

The school will provide information on the following legislation relating to use of the Internet which 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

### 8 Cyber Bullying

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

*“Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.”*

Cyber-bullying specifically relates to bullying carried out online, through social media, chat rooms, blogs, email etc. We are fully committed to both our Child Protection Policy and our Anti-Bullying Policy. Full guidelines and procedures relating to bullying of any sort in Craggagh NS are outlined in these policies.

### 9 Sanctions

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

**October 2015 - This is a draft. When consultation stage is complete, the final edition will be ratified by the BOM and published.**