



BALLYMORE CHURCH OF IRELAND NATIONAL SCHOOL.  
BALLYMORE, DUNFANAGHY, CO. DONEGAL.

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School Roll Number 18250W

Under the patronage of the Church of Ireland Bishop of Derry and Raphoe.

## Acceptable Use Policy

### Aims:

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 as 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in this AUP- will be imposed.

It is envisaged that school and parent association will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was put together by the staff in November 2018.

### 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 pupil's 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 software will be used and updated on a regular basis

- The use of personal memory devices or CD-Roms in school requires a teacher's permission
- Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute

### **World Wide Web**

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Pupils will use the Internet for educational purposes only.
- The pupils will be familiar with copyright issues relating to online learning
- Pupils will never disclose or publicise personal information
- Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons

### **E-mail**

- Pupils will use only approved class e-mail accounts under supervision and with permission from a teacher.
- Pupils will not send or receive material that is obscene, defamatory, or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other pupil's personal details, such as addresses, telephone numbers or pictures
- Pupils will never arrange a face-to-face meeting with someone
- Pupils will note that sending and receiving e-mails attachments is subject to permission from their teacher

### **Internet Chat**

- Students will only have access to Chat rooms, discussion forums or other electronic communication forums that have been approved by the school
- Chatrooms, discussion forums and other electronic forums will only be used for educational purposes and will always be supervised
- Usernames will be used at all times to disguise identities
- Face-to-face meetings with someone organised via Internet chat will be forbidden

## SEE APPENDIX A (Facebook Policy)

### 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:

- Child Trafficking and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989
- The Data Protection Act 1988

### Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

***Internet Safety advice is available for parents and pupils at [www.ncte.ie](http://www.ncte.ie) and [www.scoilnet.ie](http://www.scoilnet.ie)***

### Children's Responsibilities

Every child in the school has a responsibility to follow the school's Use of Internet Rules

1. It is a privilege for a child to be allowed use the Internet
2. The teacher must give permission for the Internet to be used.
3. No private details may be given on line on any site.
4. No USB devices or CDs may be used without the permission of the teacher.
5. Children will not look at any illegal material.
6. Sanctions will be imposed should any of the above rules are broken.

### Sanctions

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



# Ballymore National School

Ballymore, Dunfanaghy,  
Letterkenny, Co. Donegal.  
F92 E426

School Roll No: 18250W

Telephone: (074) 9136255/0861548101

Email: ballymoreschool@yahoo.co.uk

Dear parents/Guardian,

## RE: Internet Permission

As part of the school's education programme, we offer pupils supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance student's learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Yours sincerely,

A handwritten signature in cursive script, reading 'Cáit Ní Chuireán'.

Cáit Ní Chuireán  
Principal

**Please read through the Acceptable Use Policy, sign and return this permission form to the Principal.**

Pupil's Name: \_\_\_\_\_

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

*As Parent/legal Guardian of the above pupil, I have read the Acceptable Use Policy and allow my son/daughter to use the Internet. I understand that searching on the Internet is for educational use. I also understand the school is taking every reasonable precaution to ensure Internet Safety, but that the school cannot be responsible if a pupil accesses unsuitable sites.*

*I understand that in the case of my child's work being chosen to be displayed on the school's Facebook page, it will be as per the AUP (Acceptable Use Policy). I understand the terms of the AUP and I accept these terms with reference to publishing children's work on the school's Facebook page.*

*I accept the above information I don't accept the above information*

Signed: \_\_\_\_\_

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

**Ratification and Communication**

This plan was ratified by the Board of Management on 14<sup>th</sup> November 2018.

Signed: W. George IRWIN  
W. George Irwin  
Chairperson, Board of Management

Date: 14/11/2018

Signed: Lisa Russell  
Lisa Russell  
Acting Principal

Date: 14/11/2018



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## **AUP Policy Updates: Remote Teaching and Learning Updates are in line with covid planning and preparations)**

### **PUPILS: Online Learning**

Where online learning is taking place, the following rules must be adhered to:

- Be on time
- Dress appropriately
- Use your correct name
- Mute yourself
- Turn on the video
- Be prepared
- Sit still
- Be in a quiet place
- Raise your hand to speak
  - No eating
- Be respectful
- Have an adult present in the room

### **Cyber bullying:**

Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school-based learning, remote learning or for personal use outside of school.

### **Pupil's Work and Seesaw:**

Pupils will post their work on their seesaw e-portfolio that will be accessible to parents. Pupils will continue to own the copyright on any work published on seesaw. Ballymore National School will not publish the names of pupils alongside images or videos posted on the school website or on school social media accounts.

### **STAFF: Online Learning**

Where an online lesson is taking place via video communication as a result of school closures, the following rules must be adhered to:

- Teachers must create a meeting ID and password each time they create a new online "meeting"
- A "waiting room" must be created where pupils can wait until the class begins

- No teacher will accept one pupil into a "meeting" on their own. Teachers will wait until there are at least 2 pupils before allowing pupils into the "meeting"
- All pupils should be muted when entering the "meeting"
- If anything, inappropriate appears on-screen during the lesson, the teacher must shut the meeting immediately
- Any pupil breaking the rules will be removed from the class and the child's parents will be informed
- At the end of a lesson, teachers will "end the meeting for all" as a way to close down the session
- Recording of sessions is not permitted.



Zoom Call Rules:

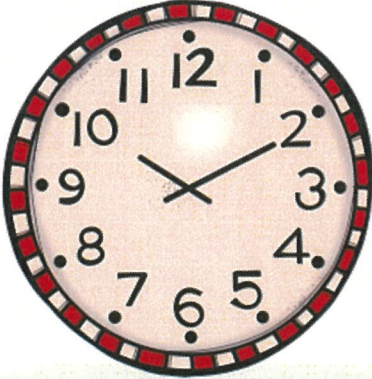
Find a quiet place to  
set up your device



A cartoon illustration of a young boy with brown hair, glasses, and a green hoodie, sitting cross-legged and using a silver laptop with an Apple logo. The illustration is centered within a white rounded rectangle with a red border.

© Mrs Colourful Classroom

Be on time for  
the Zoom call



A cartoon illustration of an analog clock with a white face, black numbers, and a red and white checkered border. The hands indicate a time around 1:50. The illustration is centered within a white rounded rectangle with a red border.

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Enter using your  
correct name



©4mys-colourful-classroom

Keep your  
cameras turned on



©4mys-colourful-classroom

Keep your  
microphone muted



Raise your hand  
(virtually) to speak



Listen to others  
when they are talking



Participate and  
enjoy the call 😊

