



## **Lisavaird National School**

**The Pike, Clonakilty, Co. Cork**

**Telephone: 0238834987**

**Email: office.lisavairdns@gmail.com**

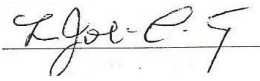
**Web: www.lisavairdns.ie**

**Principal: Mr. Kieran O' Donovan**

**Deputy Principal: Mrs. Kathleen Eady**

### **ICT Policy**

**Reviewed: 18<sup>th</sup> November 2020**

**Signed:** 

#### **Lisavaird National School, Co. Cork aims:**

- To educate staff and students to use ICT effectively to support and develop their lifelong learning.
- To use ICT as an effective and efficient teaching, learning, communication and management tool throughout the school, facilitating whole class activities, individual students and Special education Needs.
- To continuously improve the ICT capability of students and staff.
- To provide access to high quality ICT resources and support for staff and students.

#### **Whole-school issues**

The school's policy is to use and develop the opportunities provided by ICT to benefit the entire school community. This includes communicating with parents.

A website ([www.lisavairdns.ie](http://www.lisavairdns.ie)) has been created, which will give relevant information for individuals, parents/guardians on parents association, BOM and other school committees.

The school uses the online administration system [www.aladdin.ie](http://www.aladdin.ie).

Each teacher has access to [www.aladdin.ie](http://www.aladdin.ie) which provides a communication service to teachers as well as allowing them to manage day to day tasks such as attendance, money collection, behaviour issues, etc. The system also provides restricted access on individual students and includes detailed analysis of standardised test results and previous notes on attendance, behaviour and other important issues.

A Facebook operates with the intention of promoting the school to the wider community and prospective parents and students.

#### **IT Curriculum issues**

Teaching staff continue to review all teaching and learning in line with current ICT good practice.

A whole-school network will support curriculum delivery for all subject areas in providing networked resource materials, teacher-researched Internet links for student use and material for staff curriculum related professional development.

### **ICT for Special Education Needs (SEN)**

The schools SET team have access to a wide range of online and interactive tools that both facilitate learning and development of children with SEN as well as providing comprehensive analysis of children's individual learning needs.

They and other staff members are encouraged to continue to build on their knowledge of such tools, and communicate new information within the school.

There is continuous attention to improving the quality of online resources that facilitate SEN subject to budgetary control.

### **Student Issues**

Students are facilitated with supervised use of ICT. It is important that ICT is used effectively to support access to the curriculum for all students. Identified students may have access to additional resources such as laptops with specific software to support curriculum access.

### **Staff issues**

All members of staff are offered training to improve their ICT capability and have a responsibility to keep abreast of developments in ICT.

The Principal can be contacted to request additional support and training in the use of ICT.

There is continuous attention to improving the quality of staff computers throughout the school subject to budgetary control.

### **Network access**

It is envisioned that a secure network will be established in the future subject to budgetary control.

Staff and students will access to reliable and industry-standard hardware and software in order to use ICT effectively as a teaching and learning resource. It will also used as a working tool for management and administration.

Every classroom has access to a Laptop PC, Overhead projector, visualiser and printer for staff use.

All applications are currently held locally on the individual devices except for Internet.

### **Computers for staff/student use**

A policy of integrating ICT into teaching and learning across the curriculum has been reflected in the provision of a PC and interactive whiteboard in all classrooms and also by providing teachers with ICT access outside the main ICT rooms and classrooms.

A set of Ipads is available to be shared among the teachers to be used for projects and other educational purposes. It is hoped that in time, a set of laptops will become available for the same purpose.

The staff are committed to upgrading and maintaining this equipment subject to budgetary control.

### **Security and backups**

The internet is protected by a level 4 NCTE internet filter, inhibiting the use of inappropriate websites.

All student computer use will be monitored by teachers within the classroom.

To maintain network security, the wireless access points that are in use around the school use either WEP or WPA encryption.

Anti-Virus is installed on every computer in the school and also on teacher's personal laptops that access the school network. Upon entering the school pupils and their parents/guardians are made aware of and encouraged to read the schools, "Internet Acceptable Use Policy" for computer use and internet access at school.

Procedures can be put in place for staff to be able to block pupil's internet access at school for a period of time as a sanction for inappropriate use of the internet. In the event of this occurring, parents/carers are informed through a letter sent home.

Pupils' network access can also be blocked at the discretion of the teacher or principal in the event of more serious network abuse. In the event of pupils hacking into the network or attempting to disrupt the smooth running of the network, appropriate disciplinary measures will be taken by the class teacher and Principal including restriction of computer access, communication with parents and, in extreme cases, suspension or expulsion.

### **Technical Support**

Online technical support is provided by the PDST and the school will contact a qualified IT technician if on site assistance is required.

### **Software procedures**

An up to date record of all networked software and license information will be kept. Networking data including the assignment of static IP address and nodes for networking equipment will also be maintained and updated by the IT Technician

### **Sustainability**

Technical support routines and procedures are continuously reviewed and developed to ensure the sustainability of the network infrastructure, hardware and software.

The whole school annual budgetary cycle provides the opportunity to identify maintenance, replacement and development needs for ICT infrastructure, network services, technical support, equipment and software.

### **Emerging technologies**

In an ever increasing world of ICT developments it is important we try to keep abreast of emerging technologies and review their potential impact on teaching, learning and communication within the school and beyond.

Teachers are encouraged to attend in-service on the use of ICT in the classroom.

If a development in (hardware or software) is deemed to have the potential to improve teaching and learning or administration it will be reviewed, trialled and, if proved to be successful, incorporated into whole school use depending on budgetary constraints.

### **Home-school links**

Information about the school will be made available to staff, students, parents/guardians and the general public on the school's website.

A text service has also been set up to provide information to parents quickly and efficiently.

Each year, parents/guardians of students will be made aware of, and asked to support the school's policy on internet use. Parents of newly enrolled children will receive an "Internet Acceptable Use Policy". They will be required to read and sign the agreement.

Parents/Guardians **will be informed** if their child is found to be using the network or the internet in any way that contravenes the "Internet Acceptable Use Policy".

The school website will be updated regularly by members of the staff..

### **Data Security & Privacy**

#### **All Data is stored in accordance with provision of the Data Protection Act: 1998**

- Where relevant, students are to protect work by keeping their personal passwords private. Use of someone else's personal logon/name or password is forbidden.
- To protect the ICT network, security on the computers must not be breached or settings on computers altered in any way.
- Network/Computer storage areas and USB keys must be reviewed by staff.
- Students may not examine, copy, alter, rename, or delete the files or programs of another student. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.
- Permission is sought by the school for use of photographs that may be placed online. Children will not be named in single photographs that appear on the school's website or in any published photographs without specific written permission.
- Only relevant information and photographs of students will be used on the School and CEIST (Catholic Education and Irish Schools Trust) website and for promotional material.

### **Remote Learning**

Due to the COVID-19 Pandemic, all schools have been asked to make provisions for remote learning. The school will use online tools, namely **See Saw (Infant classes)** and **Google Classroom (1<sup>st</sup>-6<sup>th</sup> class)** to facilitate remote learning in the event of a further school closure, or recommended isolation of one or a group of students. Staff members will receive training in using these resources and it is our intention to begin integrating remote learning into the curriculum in order to prepare the children for any future disruption to their school attendance due to the Pandemic. Details on appropriate use of resources regarding remote learning are outlined in the school's acceptable usage policy.



## Internet Acceptable Use Policy

### **Introduction**

The aim of this Acceptable Use Policy (AUP) 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 a privilege. Therefore, if the 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 the AUP will be periodically revised. This revision is dated December 2017. Teachers, parents and students should read the AUP to ensure that the conditions of use are understood.

### **School's Strategy**

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Internet sessions will be always supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimize 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 storage media, including but not limited to CD-ROMs, memory sticks/cards, in school requires a teacher's permission
- Students, parents and staff 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.

#### **Safety and Well being**

- Students will never arrange a face-to-face meeting with someone they only know through the internet
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

#### **World Wide Web**

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- 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.

#### **Social Networks**

The personal use of social networking sites, including but not limited to Facebook, snapchat and instagram, is prohibited.

The schools Facebook page is intended mainly as a promotional tool and not as a general means of communication among staff or parents. Any direct communication between parents and staff should be made by phone or face to face.

### **Internet Chat**

The accessing of internet “chat rooms” on school computers is prohibited.

### **School Website**

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be coordinated by a teacher.
- 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 will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- 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.

### **Legislation**

The school will provide information on the following legislation relating to use of the internet which teachers, students and parents should familiarize themselves with:

- Data Protection (amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1998

### **Remote Learning**

As of October 2020, provisions will be put in place at LNS for remote learning. Students from Junior/Senior infants will use See Saw, whereas students from 1<sup>st</sup> – 6<sup>th</sup> classes will use Google Classroom. The school will communicate general information mainly through the website [www.lisavairdns.ie](http://www.lisavairdns.ie), email and whatsapp broadcast. Parents are encouraged to communicate with the school remotely where possible. It is possible that future meetings may take place via zoom.

### **Guidelines for appropriate online communication at Lisavaird National School:**

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. Staff members can communicate with pupils and their families Google Classroom or through an established app (eg. Seesaw, Class Dojo).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Google Classroom)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.

8. For video/Zoom calls, 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 pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. LNS cannot accept responsibility for the security of online platforms, in the event that they are hacked.

#### **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 8.30am - 3pm, 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 are encouraged to generate a new meeting ID and password for each Zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

#### **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.
3. Remember the school rules, they are still in place when working online.

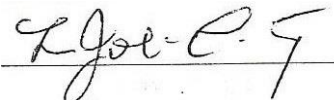
#### **Support Structures**

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

#### **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.

**Ratified:** 18<sup>th</sup> November 2020

**Signed:**  (Chairperson BOM)  
Chairperson BOM