



Newtown Junior School ICT and Social Media Expected Use Policy

Introduction

Newtown Junior School School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use. We also maintain www.njs.ie as our website and blog on the website.

This Expected Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

Class Teachers will discuss strategies to enable children to learn to use ICT safely. From time to time, guidance on this topic will also be made available to parents.

Technologies Covered

The policies outlined in this document are intended to cover all online technologies used in the school, including but not limited to Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more.

Newtown Junior School ICT Network

The Newtown Junior School computer network is intended for educational purposes. The following rules apply:

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Newtown Junior School existing Code of Behaviour, our anti Bullying Policy and our Anti Cyber Bullying Policy. Examples of acceptable and unacceptable use are outlines in Appendices One and Two;
- When blogging, recording audio or sending any sort of online communication from a school device or on a school platform, students must not slander, defame or misrepresent the school or the views or activities of another individual;
- All activity over the network may be monitored and retained;
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the Professional Development Service for Teachers: Technology in Education. Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the internet. If a site is blocked and a student believes it should not be, the student can ask his/her teacher to submit the site for review;

- Students are expected not to visit website which contain obscene, illegal, hateful or otherwise objectionable content. Accidental accessing of such material must immediately be reported to the Class Teacher;
- Teachers have full editorial rights over the school website and blog with the Principal having final editorial rights. Students will not have access to relevant passwords for the website or blog;

We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.

Photographs

Newtown Junior School use the blog and website to celebrate the success stories and great achievements of our students.

Photographs of the children will only be displayed online with explicit consent from parents/guardians through a note signed at the start of the year.

Children will not be named in full – first name will suffice. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.

Newtown Junior School's own ICT devices

Newtown Junior School may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Students should abide by this expected use policy, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored.

Misuse of school device may result in disciplinary action.

Other Mobile devices in the possession of Newtown Junior School School students

Students may not have or use personally-owned devices in school or on school trips. This includes but is not limited to laptops, tablets computers, digital-cameras, and smart-phones, smart watches or other devices which have internet access and/or camera or voice recording functions.

Newtown Junior School School Security

We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. They must think twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

Plagiarism

Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

Teachers will discuss the concept of plagiarism with pupils to help them understand what it is and how it may arise.

Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of

- a teacher if they are at school
- a parent / guardian if they are at home

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.

Students should never agree to meet someone they meet online in real life without parental permission.

Students must not take, use or share images of or from other students in school or on school online platforms without express permission of the Class Teacher.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs (acting under the direction of teachers) may use a range of online platforms to assist with distance teaching and learning. The school is currently using SeeSaw and Zoom to facilitate distance learning.

The school has agreed to the terms of service for the online platforms in use by the school. Each year, Parents will be asked to sign a consent form regarding use of SeeSaw.

In addition to the general provisions in this policy, the following apply to the distance learning :

1. Everyone is asked to respect one another and to behave in an appropriate, safe and kind manner online;
2. Parents/guardians are asked to supervise students while they are working online and to ensure that any content submitted to teachers is appropriate;
3. Passwords for SeeSaw must be kept securely and not shared with others.

Additional Guidelines for use of Zoom by students:

1. When on a Zoom class, tudents are not to use devices apart from the device being used for the Zoom call;
2. Students only to participate on the calls;
3. Students are to dress appropriately;
4. Students should use suitable surroundings for the lesson, ideally, a quiet space where no one else will be passing through;
5. Recording of the sessions is not permitted;
6. User name = student's real name (not parent's name to ensure that the Teacher recognises the pupils);
7. Virtual backgrounds are not allowed;
8. Avoid touching the keyboard where possible. The keyboard should only be used for communicating with the teachers;
9. No food allowed;

10. Students are to stay seated/stay present;
11. Online chat is permitted only with Teachers;
12. Sharing of Zoom links is not permitted; and
13. If students misbehave, the Code of Behaviour will be implemented and pupils may be removed from future lessons.

As we are using third party platform, Newtown Junior School cannot accept responsibility for the security of these online platforms.

Violations of this Expected Use Policy

Violations of this policy in Newtown Junior School may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents
- Suspension from school and/or school-related activities
- Expulsion

This policy will be implemented by all members of the school community. It will be monitored by Class Teachers and the In School Management Team and will be reviewed periodically.

This policy was ratified by the Board of Management on the 22nd February, 2021.

Appendix 1
Examples of Expected Use

I will:

- use school equipment for school-related activities only
- follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- treat school resources carefully, and alert teachers if there is any problem with their use
- encourage positive, constructive discussion if allowed to use blog or represent the school online
- alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- use school technologies at appropriate times, in approved places, for learning reasons
- recognise that use of school technologies is a privilege and treat it as such
- be cautious to protect the safety of myself and others and
- help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2 Examples of
Unacceptable Use

I will not:

- use school technologies in a way that could be personally or physically harmful to myself or others;
- search inappropriate images or content;
- engage in cyber-bullying, harassment, or disrespectful conduct toward others;
- try to find ways to change the school's safety measures and filtering tools;
- use school technologies to send spam or chain mail;
- plagiarise content (copy, use as their own, without citing the original creator) I find online;
- post personally identifying information, about myself or others or agree to meet someone I meet online in real life;
- use language online that would be unacceptable in the classroom;
- use school technologies for illegal activities or to pursue information on such activities; and
- attempt to access sites, servers, accounts, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.