INTERNET AND DIGITAL MEDIA: ACCEPTABLE USE POLICY

Introduction

St. Clare's Primary School recognises that access to Information and Communication Technology (ICT) and digital media 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 and digital media for student use. We blog, tweet at @stclares1803 and maintain www.stclares.ie as our school website. This Acceptable Use Policy outlines the guidelines and behaviour that our students are expected to follow when using school technologies for school activities of any nature. It is envisaged that the Board of Management, Parents and Teachers will revise the AUP on a regular basis.

Before signing, the AUP should be read carefully by parents or guardians to indicate that the content is accepted and understood.

Technologies Covered

St. Clare's may provide students with internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs, tweets and other.

The procedures outlined in this policy document is intended to cover all online technologies used in St. Clare's and not limited to the those specifically mentioned above.

Aim

The aim of the Acceptable Use Policy is to ensure that students will benefit from the learning opportunities provided by the school's internet resources in a safe and effective manner. Internet use is considered a school resource and privilege. Therefore, if the Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions, outlined in the Acceptable Use Policy will be imposed.

School's Strategy

St. Clare's employs a number of strategies, taking into account the age of the students, in order to maximise learning opportunities and to reduce the risks associated with the Internet namely exposure to inappropriate online content and cyberbullying. These strategies are as follows:

- Where students have access to the internet in school the internet sessions **shall always be supervised by a teacher;**

- Content will be subject to the restrictions of the Schools Broadband Internet Policy, which operates an automated web-filtering of the PDST *Technology in Education.* The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from the school – refer to http://www.pdsttechnologyineducation.ie.

- Students are expected to respect that the web filter is a safety precaution and students should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the teacher may submit the site for review. This is done via the Professional Development Service for Teacher Technology filtering service Bright Cloud;

- The school will regularly monitor students' internet usage;

- Teachers have full editorial rights over the school website, blog and twitter. Students shall not have access to relevant passwords;

- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material;

- Students and teacher will be provided with training in the area of Internet safety;

- Uploading and downloading of non-approved software shall not be permitted;

- Virus protection software will be used and updated on a regular basis;

- The use of personal floppy disks, memory sticks, USB sticks, CD-ROMS, or other digital storage media in school **shall not be permitted**;

- If a teacher wishes to integrate a web page into a lesson, the page must be fully previewed and evaluated prior to its classroom usage for inappropriate advertising content, imagery and text. If such content exists on the webpage, teachers must download the required lesson content to a word document and close the webpage prior to the lesson;

- YouTube will be used as a teacher resource. It **will not** to be used as a research tool by students. See **Appendix 3** for Guidelines for staff using YouTube.

- The installation of software, whether CD-ROM or online sources must be preapproved; and

- Students are expected to follow the same rules for good behaviour and respectful conduct online and offline – *(see Code of Behaviour).*

GOOGLE CLASSROOM

Google Classroom is a tool that we use to communicate remotely with our students from 3rd to 6th classes. Google Classroom is a file management system, developed by Google for schools. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. Google Classroom simplifies the distribution and collection process of student work. The teacher is able to compile a collection of documents, videos and resource links into an assignment. The students can view the document, edit the document, or receive a copy of the document depending on the settings set by the teacher. Google Docs are both COPPA and FERPA compliant when using a Google Apps for Education (GAfE) account. Google Classroom restricts participation in the environment to staff and students on the domain. Under GAfE students and teachers are given a Google account login that is specific to the school's domain. Students and teachers log onto and utilise their GAfE accounts to participate in the Classroom environment. This protects student information from outside users since regular gmail accounts or other GAfE accounts from different schools could not be added into a teacher's Classroom.

CLASSDOJO

ClassDojo is the tool that we use to communicate remotely with our pupils in junior infants – 2nd classes and both AS classes. ClassDojo is a school communication platform that connects teachers, students, and families, and brings them closer together.

Students can log in at school or at home using a class text code, QR code.

The portfolios tool enables students to upload different file/work types including photos of work, videos, journal (typed pieces of work e.g. weekend news, book report etc.) and other files (e.g. documents).

Teachers can set tasks or assignments which students complete and the teacher moderates all work before it appears in student accounts.

Parental consent is necessary for students under 13 years of age. **(Appendix 7)**

Only the student themselves, their families, and their connected teachers or school leaders can see a student's profile and portfolio.

ClassDojo's servers are in highly secure, military-grade data centres that are access-controlled. ClassDojo uses bank-grade security at the software and network level to ensure all information is transmitted securely. ClassDojo is compliant with GDPR. It is also certified under the EU-US and Swiss-US Privacy Shield.

(See **Appendix 4** for guidelines for staff using learning platforms and Zoom)

May 2020

Student Use of the Internet

1. World Wide Web

- Students who have access to the internet will do so in adherence to the above strategies.

- Before students are allowed to make use of the school's internet facility, all parents/guardians will be required to complete a Permission Form **(Appendix 5)** and return it to the office. Permission forms will be sent home to families during the September of each year and the school's database will be updated accordingly.

- Websites that the students use in school will be previewed by their teacher before use and subject to the filters operated by the PDST and Schools Broadband programme.

- Web Browsers are disabled on laptops/notebooks and a student friendly browser (KidZui) installed.

- Teachers and students will be familiar with copyright issues related to online learning.

- Students will never disclose or publicise personal information.

2. Internet Chat/Social Networking/Instant Messaging (IM)

- Access to internet chat rooms, social networking sites, and instant messaging services **is forbidden and blocked in accordance with the Schools Broadband Internet Policy.**

3. iPads

- Students should never leave the iPad unattended when in use.

- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.

- Students require permission before sending any form of electronic message.

- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.

- The camera and audio recording functions may only be used with the teacher's direction.

- Identity theft (pretending to be someone else) is in direct breach of the school's acceptable use policy.

- In the event of a student accidently accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.

- iPads must be handled with care at all times.

- Any damage to the device must be reported immediately to the teacher.

4. Email

- Student use of email is facilitated strictly in an educational context and access to personal email/and or social networking accounts in prohibited;

- Online tasks that involve sending and receiving email (e.g. with partner schools, educational email tasks) will be **teacher-led.** The class teacher will set up one email address for the class. Only the teacher will know the password to such email accounts. Emails will be opened and read by the teacher before being shared with the class. All emails will be reviewed by the teacher prior to sending;

- When students are writing and sending emails from the class email account, it will be done under **direct supervision of the teacher**;

- Students will not send or receive by any means any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person;

- Students will not reveal their own or another person's personal details, such as home address, telephone or pictures;

- Students will never arrange a meeting with someone they only know through emails or the internet;

- Students are not permitted to access their own (unapproved) email accounts in school;

- Students will note that sending and receiving email attachments is subject to the permission of their teacher; and

- Students will observe good "netiquette" at all times and will not undertake any action that may bring the school into disrepute.

5. Photographs

St. Clare's Primary School uses the blog, twitter and the school website to celebrate the success stories and great achievements of our students. We use photographs/video/other multimedia to compliment text content on the blog.

- Digital photographs of the students will only be displayed online through our various platforms with explicit consent from parents/guardians in September annually;
- Students will not be named in full – first name will suffice.
- No student shall be photographed and named under that photograph specifically, if they are the only student in the photograph.

6. School Website (www.stclares.ie)

- St. Clare's website is evolving all the time and updated regularly.

- Students will be given the opportunity to publish projects, artwork and school work on the school website with parental permission **(Appendix 5)**

- The school will not publish the names of individuals in a photograph.

- The publication of students' work will be coordinated by the teacher.

- Students will continue to own the copyright of any works published.

- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The copying of such content is prohibited without express written permission form the relevant student and his/her parent(s)/guardian(s). Upon request, permission for reproduction will only be granted when a Reproduction Permission Letter **(Appendix 6)** is returned to the relevant class teacher with both the student's and parent(s)/guardian(s) signatures on it.

7. Student Laptops/Notebooks

▪ Currently there are **16 Notebooks** for use within the classroom setting. Each notebook has been configured for student use. Parental Controls are enabled and student accounts are granted restricted access and control.

▪ Student notebooks have Microsoft Family Safety installed, which provides the SMT with weekly reports of student online activity on each laptop. Further, students are denied access to internet browsers such as Google Chrome and Internet Explorer etc. Rather, an age appropriate and internet-safe browser (KidZui) has been installed as the default student browser on each notebook.

▪ In the event that a web browser is accessed (or granted access), notebooks are configured to block (and subsequently notify the SMT) any attempts by users to access content deemed to be inappropriate for our students.

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

8. School Blog

• The school blog will be used to keeps parents etc. informed of the day to day activities of the school. Please see **Appendix 2** for the Blog Comments Policy. The publication of student work will be co-ordinated by a teacher.

9. Personal Devices

• Students **shall not use personally-owned devises in school (e.g. laptops, tablets, computers, digital cameras, Ipods, smart-phones etc.).**

• Using a mobile phone/smart-phone in class, sending text messages, taking of images, still or moving is in direct breach of the Acceptable Use Policy and the Mobile Phone Policy and the Code of Behaviour.

10. Assistive Technology

If a student has been approved for Assistive Technology and they take their device home and it gets damaged or stolen, it is the responsibility of the parents to get the device repaired/fixed at their own cost *(see Policy re Home Use of School Owned Assistive Technology).* They also understand that the device is the property of the school as per Department of Education and Skills (DES) circular.

11. Interactive Whiteboards

The guidelines already outlined apply in particular to the use of the Interactive Whiteboard. In addition, it should be noted that all sites accessed by students and/or staff should be for educational purposes only.

- ✓ If inappropriate material is displayed, either advertently or inadvertently, the "No Show" button should be used to block any image on the whiteboard; and

- ✓ Any breach of this protocol, whether accidental or deliberate, by student or teacher, should be reported to the Principal immediately.

12. Cyberbullying

- Cyberbully is bullying carried out through the use of information and communication technologies such as text, social network sites, email, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies.
- As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying.
- There are many types of cyberbullying. The more common types are:
  - ➢ **Denigration**: Spreading rumours, lies or gossip to hurt a person's reputation
  - ➢ **Harassment**: Continually sending vicious, mean or disturbing messages to an individual
  - ➢ **Impersonation**: Posting offensive or aggressive messages under another person's name
  - ➢ **Flaming**: Using inflammatory or vulgar words to provoke an online fight

- ➢ **Trickery**: Fooling someone into sharing personal information which you then post online
- ➢ **Outing**: Posting or sharing confidential or compromising information or images
- ➢ **Exclusion**: Purposefully excluding someone from an online group
- ➢ **Cyber stalking**: Ongoing harassment and denigration that causes a person considerable fear for his/her safety
- ➢ Silent telephone/mobile phone call
- ➢ Abusive telephone/mobile phone calls
- ➢ Abusive text messages
- ➢ Abusive email
- ➢ Abusive communication on social networks e.g. Facebook/Ask.fm/ SnapChat/Instagram/KIK/ooVoo/Twitter/YouTube or on games consoles
- ➢ Abusive website comments/Blogs/Pictures
- ➢ Abusive posts on any form of communication technology.

- Engaging in any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action.

- All incidents of cyberbullying will be noted and investigated, in accordance with the school's Anti-Bullying Policy, Mobile Phone Policy, Child Safeguarding Policy and Code of Behaviour Policy where applicable.

- St. Clare's has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of our Child Safeguarding Statement in accordance with the requirements of the Children First Act 2015.

13. Netiquette

Netiquette may be defined as appropriate behaviour over computer networks and in particular in the online environment. To this end:-
- ➢ Students should always use the Internet, network resources and online sites in a courteous and respectful manner;
- ➢ Students should always recognise that among the valuable content online much is unverified, incorrect or inappropriate content; and
- ➢ Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

14. Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on the school blog of Twitter;
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online; and
- The school encourages students who create original content to claim ownership of it.

15. Personal Safety

If a student sees 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 home;
- ✓ Students should never share personal information about themselves or others including phone numbers, addresses, PPS number, birth-dates over the internet without adult permission;
- ✓ Student should note agree to meet someone they meet online in real life without parental permission;
- ✓ Students' images will not be shared online (on St. Clare's website, blog or Twitter) without explicit permission from their parents;
- ✓ Consequently, other students shall not take, use or share images of or from other students in school on school online platforms; and
- ✓ School videos on Vimeo or YouTube are not available for search or comment on the host sites.

16. St. Clare's Primary School Security

Students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns immediately. They must think twice before they click on anything they feel is not right. It they believe a computer or mobile devise they are using might be infected with a virus they must alert the teacher immediately.

17. Legislation

The following legislation relates to the use of the Internet. Teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 and 2003
- EU General Data Protection Regulation (EU) 2016/679 (GDPR).
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Anti-Bullying Guidelines for Primary Schools 2013
- Children First Act 2015

18. Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Classdojo or other platforms, approved by the Board of Management, to assist with remote teaching, where necessary.

The school has signed up to the terms of service of the online platforms in use by the school and has enabled the most up to date security and privacy features which these platforms provide.

Parents/guardians will be provided with the password and must agree to monitor their child's participation in any such interactions conducted on online platforms.

Discussion forums on Google Classroom, Google Meet and/or Zoom will only be used for educational purposes and should always be supervised by a parent/guardian.

Policy and procedures for students using learning platforms and Zoom

All content covered in a Zoom lesson, pre-recorded or in Google Classroom will remain the property of St. Clare's and the teacher. Therefore, it is not permitted to share content with any third party. (See **Appendix 4** for guidelines for staff using learning platforms and Zoom)

- The link to the Zoom lesson provided to the student is intended for the sole use of the student. The link shall not to be shared with any third party.

- When using learning platforms or video conferencing, the school rules, the policies and procedures of St. Clare's must be adhered to all times such as Internet and Social Media Acceptable Use Policy, Code of Behaviour, Child Safeguarding Statement, Dress Code, Data Protection Policy and all other relevant and associated policies.

- The classroom rules apply when engaging remotely

- Pupils must show the same respect for their teacher and fellow classmates as they would if they were in the classroom/school building

- Pupils must be dressed appropriately for Zoom lessons - no pyjamas, shoulders covered,

- Pupils must be responsible and not share personal information

- Pupils are not permitted to change their profile – preferable to leave the profile blank

- Pupils should think before they post/type/comment

- Pupils should not post anything that they would not want the whole world to see

- Photographs, recordings and/or still shots are prohibited

- Mobile phones shall not be used during a Zoom lesson

- Parents should monitor and check material/photos posted

- Parents should monitor and check Zoom lessons

- Pupils have the option of disabling their microphone or video feed should they wish to do so

- Pupils must keep focused on the task assigned

- Inappropriate behaviour will be dealt with in accordance with the Code of Behaviour

- Any incident of inappropriate behaviour shall be reported to the Principal. The school will contact the Data Commissioner, Tusla, and/or Gardaí if and when required.

19. Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases suspension and/or expulsion. Sanctions issued will be in accordance with:

- ➢ Anti-Bullying Policy
- ➢ Code of Behaviour
- ➢ Mobile Phone Policy
- ➢ Child Safeguarding Statement
- ➢ Data Protection Policy
- ➢ Internet & Social Networking Acceptable Use Policy

The school also reserves the right to report any illegal activities to the appropriate authorities.

20. Staff

The use of the Internet in school by staff is for professional use only.

21. Support Structures

Websites offering support and advice in the area of Internet Safety have been listed on the "Favourites" menu of each computer connected to the Internet. The following is a selection:

- http://www.pdsttechnologyineducation.ie/en/Good-Practice/Internet-Safety/
- https://www.webwise.ie/
- http://www.makeitsecure.org/en/top-tips.htmlSafe   - http://www.saferinternet.org/ww/en/pub/insafe/

Students, parents and teachers will be provided with training and information in the area of Internet safety.

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

From time to time parents will receive information and advice regarding Internet safety in the home.

22. Ratification

This policy was adopted by the Board of Management on 15th May 2020.

23. Communication

This policy has been made available to school personnel, published on the school website and provided to the Parent Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron if requested.

24. Implementation and Review

This policy and its implementation will be reviewed by the Board of Management once in every school year. A record of the review and its outcome will be made available, if requested, to the Patron and the Department of Education and Skills.

Signed:

Sr. Mercedes Coen OSC   **Maria Spring**
Chairperson Board of Management   **Principal**

Date: 15.05.2020

This policy was updated and reviewed by the Board of Management of St. Clare's Primary School on 3 May 2017

This policy was updated and reviewed by the Board of Management of St. Clare's Primary School on 7 February 2019

This policy was updated and reviewed by the Board of Management of St. Clare's Primary School on 15th May 2020 to include distance learning.

Next review May 2022

May 2020

Appendix 1   Communication via Email: Guidelines for Parents

- Emails will be read daily (on school premises only)

- Teachers aim to respond to queries within 3 working days (no response needed for absence notes, homework notes etc.)

- Any urgent issues – please contact school office

- Please be mindful of teachers' time

Possible reasons to email:

- Absence note

- To arrange an appointment

- Minor query/clarification

- Feedback

- Bring minor issue to teacher's attention

- Submit homework/project work/photos when requested

More serious issues should not be discussed via email.

Please arrange an appointment where needed.

Appendix 2   **Blog Comments Policy**

- We hope you will engage with us online by sharing your comments, responding to the work of others, or making suggestions about future activities;
- We moderate comments before they are published, and we reserve the right to edit comments before they have been published;
- We have laid out a set of guidelines for everyone commenting on stclaresblog.ie
- We encourage all users to familiarise themselves with these guidelines to ensure that they can continue to contribute to our blog. We reserve the right to withhold without notification comments which we feel are in breach of our guidelines.
- In addition, our guidelines will be upheld on a one-strike-and-you're-out basis (see below for more details)

Guidelines

- Do not make personal remarks about the author of a story, about individuals mentioned in stories, or about other commenters.
- Please stay on topic and only leave comments on the post your comment relates to.
- Treat other commenters with respect.
- Try and be clear and exact with your use of language.
- Use of good grammar, spelling and punctuation is encouraged. Posting in block capitals is to be avoided.
- Do not use bad language.
- Do not make comments which are racist, sexist, homophobic, or offensive on the grounds of religion, nationality or demographic group.
- Do not make comments which are threatening or harassing or which could be perceived as such.
- Do not post personal information or make derogatory remarks about commenters or any other individuals. Any such material will not be posted.
- Do not use comments to promote commercial products or services. However, we welcome the

use of links to relevant blogs and sites.

▪ Any content which is libellous will not be uploaded. You will not be notified if we have removed a comment.

▪ Please be aware before you submit a comment that you will not be offered an opportunity to edit it

▪ We will not enter into any discussion with users about comments which have been removed or any decision to block a user.

We want our blog to be a place where everyone can share their work, be proud and best represent the hard work taking place in St Clare's. As we review every comment, we reserve the right to remove any we deem unacceptable without notification or explanation. Finally, we often conclude a post with a question, and encourage you to participate in our blogging experience by suggesting answers or volunteering responses. We look forward to hearing your feedback and thank you for reading this.

Appendix 3   GUIDELINES FOR STAFF USING YOUTUBE

What is YouTube?

- YouTube is a site that allows users to upload and share original videos.

- The purpose of using YouTube in the classroom is to access a wide range of educational videos to enhance teaching and learning

Guidelines for teachers using Youtube

1. Staff may only access Youtube for educational and professional reasons while in school

2. Teachers must view all videos **in full and in private** before showing to students.

3. If staff use videos directly from the YouTube website, they should use the Safety Mode button which filters search results (at the bottom of every page).

4. Only show in full screen format as the advertisements are often inappropriate.

5. Whenever presenting a PowerPoint with video footage, use embedded YouTube videos.

6. Staff is not allowed to upload video footage of students to YouTube.

7. Consider copyright issues when wishing to use a video for any reason. See this article http://www.ict4lt.org/en/en_copyright.htm or http://www.youtube.com/yt/copyright/what-is-copyright.html

8. Any misuse of YouTube must be reported to the Principal immediately.

For more information please see https://www.youtube.com/t/community_guidelines.

For suggestions and support in accessing YouTube videos please see:-

http://www.techforschools.com/handouts/youtubeineducation.pdf

Appendix 4   Staff Procedures on using learning platforms and Zoom

- It is the responsibility of the host teacher to ensure that all privacy settings are enabled prior to the commencement of the lesson. Test the equipment and/or the virtual meeting space in advance of every Zoom lesson.

- Teacher shall ensure a **proper location** for the delivery of the Zoom lesson i.e. *no family members visible/present, not be overheard, etc.*

- Teachers shall be aware of the content that is displayed on their screen. Ensure that personal items and/or photographs are not in the video feed, the screen is **facing a blank wall** and preferably do not to sit in front of a window.

- The host teacher shall set up the meeting to **end automatically** should the link to host break.

- At least **two teachers** shall be present during every Zoom lesson – the class teacher and SET teacher.

- All content covered in a Zoom lesson, pre-recorded or in Google Classroom will remain the property of St. Clare's and the teacher. Therefore, it is not permitted to share content with any third party.

- The link to a Zoom lesson provided to the student is intended for the sole use of the **that** student. The link shall not to be shared with any third party.

- When using learning platforms or video conferencing, the school rules, the policies and procedures of St. Clare's must be adhered to all times such as Internet and Social Media Acceptable Use Policy, Code of Behaviour, Child Safeguarding Statement, Dress Code, Data Protection Policy and all other relevant and associated policies.

- At the start of each lesson the teacher shall remind pupils of the option to disable their microphone or video feed should they wish to do so.

- Teachers shall remind pupils of safe online rules and online etiquette at the beginning of each lesson.

- Select the lock meeting function once all expected guests/pupils have joined the meeting.

- Before the start of a meeting, make sure to check who exactly is on the conferencing call from the participant's menu.

- Photographs, recordings and/or still shots are prohibited. Mobile phones shall not be used during Zoom lessons.

- Any incident of inappropriate behaviour shall be reported to the Principal. The school will contact the Data Commissioner, Tusla, and/or Gardaí if and when required.

Appendix 5   Permission Form

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

School Name: St. Clare's Primary School, Harold's Cross, D6W

Name of Pupil: _____

Class/Year: _____

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 or daughter or the child in my care to access the Internet. I understand that Internet access is intended for education purposes.   I also 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 schoolwork 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.

I accept the above paragraph↑ ☐   **I do not accept the above paragraph** ☐
(*Please tick as appropriate*)

Signature: _____   Date: _____

Address: _____   Telephone: _____

_____   _____

Appendix 6   **Reproduction Permission Letter**

I _____ (child's name) and _____

(Parent(s)/Guardian(s) name) give permission to _____ (person(s)

requesting permission) to reproduce work belonging to _____ from the school

website (www.stclares.ie)

Signed: _____   **Date:** _____
         Child

Signed: _____   **Date:** _____
         Parent

Signed: _____   **Date:** _____
         Parent

Appendix 7   Permission for Student's ClassDojo Account

Dear Parent/Guardian,

This year, students will get their own student accounts on ClassDojo to document and share their classwork.

The class teacher will also use ClassDojo to message you and post announcements. It is the easiest way for you to see what your child is working on and to get in touch with the teacher.

With their student account, your child will share what they are learning through photos, videos, and journal entries on their own digital portfolio. This portfolio can only be seen by your child, you, and the class teacher who will approve all posts. Your child will also be able to view their feedback from the class.

As your child is under 13, the need your consent to create your child's student account on their behalf. If you require any further information, please do not hesitate to contact us.

Yours sincerely,

Maria Spring

Principal

_____

I give permission for St. Clare's Primary School to create a student account for my child and allow my child to use ClassDojo in the classroom and for ClassDojo to collect, use and disclose the information about my child as set forth in the ClassDojo Privacy Policy.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

May 2020