

# ICT & Internet Safety Policy

## *Internet Usage Statement.*

The Deanery School is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum. Educationalists believe in the benefits of Curriculum Internet use. As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. Our aim is to produce learners (pupils and staff) who are confident and effective users of ICT. We strive to achieve this aim by:

- Helping all staff and pupils to explore the learning resources provided by ICT
- Helping all children to use ICT with purpose and enjoyment
- Helping all children to develop the necessary skills to exploit ICT
- Helping children to become autonomous users of ICT
- Helping all children to evaluate the benefits of ICT and its impact on society
- Using ICT to develop partnerships beyond the school
- Celebrating success in the use of ICT.

## *Rationale*

### *Why does our school require ICT?*

1. To provide the best possible education for all our pupils
2. To provide a powerful and up to date teaching resource for all our teachers
3. To allow for more effective administration
4. To help provide more effective communication with staff and parents
5. To communicate with teachers and pupils in Europe and further afield
6. To prepare children for life in a technologically advanced world.

### *To what use will ICT be put?*

1. School Administration
2. Research software
3. Adventure games that stimulate higher order thinking skills and problem solving
4. Word Processing of children's work
5. Research on the internet
6. Communication via email
7. Music composition and digital recording

8. Storage of Records of achievement/portfolio assessment
9. To aid Special Needs pupils.

### *Actual usage of ICT in School*

Children will acquire a certain level of competency at using computers. Skills to be learned are outlined below:

Junior and Senior Infants:

- Turn on and safely shut down the computer
- Insert and eject discs and cds
- Manipulate mouse and keyboard- Navigate software by entering, exiting, closing, choosing options, clicking, double clicking and dragging the mouse, typing their name
- Become familiar with basic computer terms – monitor, keyboard, mouse, screen, hard-drive, digital camera, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games etc.
- Navigate the interactive whiteboard with their hands and have many opportunities to engage with the interactive whiteboard.
- Use the digital camera to take photos

First and Second Classes:

As for infant classes, plus:

- Understand the use of basic function keys – caps, space, delete, fada etc
- Use drop-down menus and select function
- Integrate with reading words such as enter/click/double-click/delete/return
- Learn to use software to engage in real learning, largely using the same software as for Infants
- Log on to educational websites Mathletics and Reading Eggs to explore content, play interactive games and search for information at an age-appropriate level. Sites to be chosen by the teacher and placed on Favourites list.
- Learn to use the digital camera under close supervision to document work / educational experiences
- Continue to use interactive whiteboard activities.
- Curriculum integration reading and writing (word processing), maths, spelling, tables etc.

Third and Fourth Classes:

As for junior classes, plus:

- Learn to use Microsoft Word to draft, edit and publish creative writing: using upper and lower-case letters, full stops, commas and question and exclamation marks; using the spacebar, the return, shift and caps lock keys; highlighting text and deleting; changing font, adjusting font size and using the Bold, Italic and

Underline tools. Format text e.g. Change to bold, underline etc Change fonts and font size Develop further use of Microsoft Word tools such as WordArt, Copy and Paste, Spellcheck, Justify / Centre / Align Left, Print

- Keyboard skills
- Print and save their work
- File management
- Editing
- Word processing
- Spread sheets
- Printing
- Use internet for information gathering
- Running/loading software.
- Publish creative writing and project work on the school website
- Learn to create folders, store and file work in different locations and retrieve it when necessary
- Learn to use an Internet browser to search for information
- Use Internet interactive learning sites, Mathletics and Reading Eggs to deepen and enhance learning across the curriculum
- Use Microsoft Paint to create art work
- Learn to use the school digital video camera
- Learn about safety on the Internet, especially with regard to social networking sites.
- Learn to use Scratch animation software
- Use online typing software to improve keyboard skills.

Fifth and Sixth Classes:

As for middle classes, plus:

- Learn to exploit further features of Microsoft Word such as choosing different fonts, changing colours, using text-boxes, creating columns and simple tables, etc.
- Learn to copy and paste from one file to another
- Be familiar with the language browser window.
- Learn how to send and receive emails
- When the school website is established, contribute reports to the school website.

The purpose of the **AUP** (Acceptable Usage Policy) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

# *School's Strategy*

The school will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

**These strategies are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

## *1. Acceptable Usage Policy*

### *Internet:*

1. Internet will be used for Educational Purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils' internet usage.
6. Pupils will receive training in the area of Internet Safety.
7. Pupils will be taught to evaluate the content of Internet sites.
8. Teachers will be made aware of Internet Safety issues.
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis.
11. The use of personal external storage devices or CD-ROMS in school requires a teacher's permission.

12. Pupils will observe good “netiquette” (etiquette on the Internet) at all times and will not undertake any action that may bring a school into disrepute.

13. The computers are numbered and each child is assigned a specific computer for his / her own use at the start of each academic year. This ensures easy traceability if there is damage to a computer or inappropriate use.

14. Eating and drinking while using the computer are forbidden, and desk space should be tidy with no food, liquid or other items (clay, glue etc.) present while the computer is being used.

### *E-mail.*

***If pupils are allowed to use e-mail, the following rules will apply:***

1. E-mail will be used for Educational purposes only.
2. Students will only use approved class e-mail accounts under supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school e-mail.
5. Pupils will not reveal their own or other people’s personal details e.g. addresses, telephone numbers, or pictures via school e-mail.
6. Pupils will never arrange to meet someone via school e-mail.
7. Sending or receiving e-mail attachments is subject to teacher permission.

### *Internet Chat.*

Students are not permitted to use Internet Chat Rooms.

## *School Website*

When a website is established, teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

## 2. Education

**The Deanery School will undertake an education programme to educate children on the safe, responsible use of the Internet.**

21<sup>st</sup> Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become Internet Wise.

**Resources that may be used to implement this programme include:**

NCTE Internet Safety Awareness Video

Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website

SAFT Internet Safety Awareness Education Programme and exemplars

## 3. Filtering

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic for a to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is Teacher Vigilance.

**The Deanery School has installed Google Filtering software.**

### **Firewalls**

Windows XP has a built-in firewall. Firewall Software can be purchased or downloaded free from the Internet.

**The Deanery School has installed Firewall software.**

The Deanery School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

## *Sanctions:*

If a pupil deliberately misuses the Internet or Email, this will result in disciplinary action including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil. Serious breaches will be dealt with in line with the school's Code of Behaviour.

## *Ratification and Communication*

Parents may view a copy of this policy by appointment in the school.