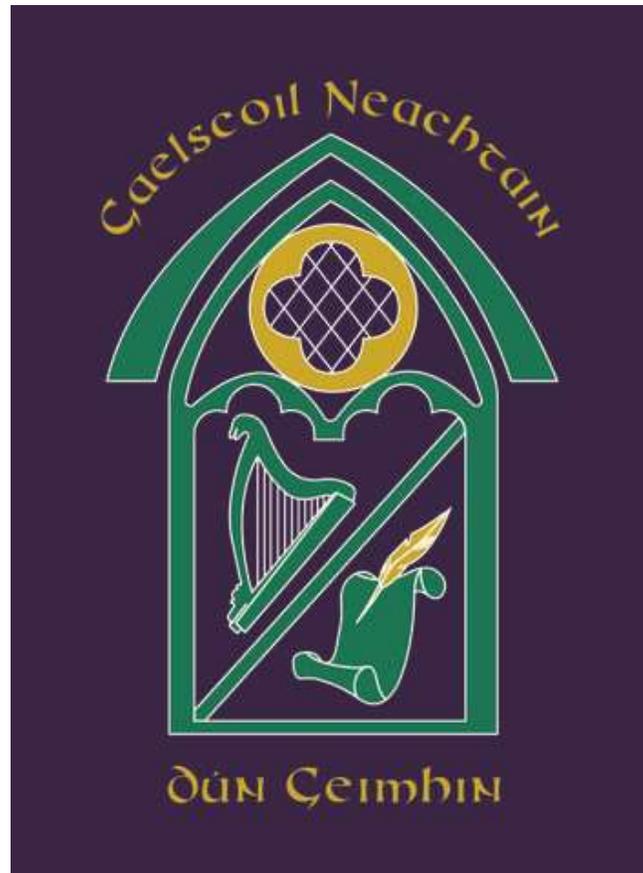


Gaelscoil Neachtain



eSafety Policy and
Acceptable Use Policies.

eSafety and Acceptable Use Policies - Contents.

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Gaelscoil Neachtain eSafety Policy

1. Introduction

Access to the Internet and electronic communication is available at Gaelscoil Neachtain through C2Kni. We believe this offers an excellent opportunity for both pupils and staff to have access to a wide variety of resources and information. This facility has the potential to enhance the quality of educational experience provided and opens up the concepts of sharing ideas, resources at a local, national and international level. In providing this service it is our intention at Gaelscoil Neachtain to maximise the educational potential of this facility whilst creating an environment which encourages a safe, sensible and responsible attitude to the technology.

2. Management of internet

Under the supervision of C2K (the Education Authority's ICT provider) Gaelscoil Neachtain is given access to the internet. C2k monitor web sites and block unwanted SPAM providing the safest possible environment for Gaelscoil children to surf the web.

3. Maintaining the security of the Gaelscoil ICT network

The Gaelscoil's network is managed by an outside body which has been approved and licensed by the Education Authority. We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons. C2K has installed and monitors a state of the art protection system that ensures access is only granted to its users IF THIS POLICY IS ADHERED TO IN ITS ENTIRETY.

4. Advantages of Internet Access to Learning and Teaching

Providing children with access to the internet in the Gaelscoil will:

- raise educational standards and support the professional work of staff
- give access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events
- improve the communication of both staff and pupils with other Gaelscoileanna
- help develop our children to their 'full potential'
- equip them for 'life in our society'
- provide them with necessary 'life skills'

In addition, staff will have the opportunity to:

- access educational materials and good curriculum practice
- communicate with the advisory and support services, professional associations and colleagues
- exchange curriculum and administration data with the education boards
- receive up-to-date information
- participate in government and Gaelscoil initiatives.
- Permitting access to a range of materials which are consistent with our educational ethos.

- The internet is also used to enhance the Gaelscoil's management information and business administration systems which follow data protection regulations.

5. Professional development for teachers

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the Gaelscoil eSafety Policy, and will have its importance explained to them. The ICT coordinator will keep staff updated about available training.

6. Parental awareness

Parents' attention will be drawn to the Policy in writing in the first instance and, thereafter, our Gaelscoil eSafety Policy will be available for parents and others to read on our website or by contacting the Gaelscoil office.

7. Risk Assessment- Ensuring internet access is appropriate and safe

It is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the Gaelscoil nor C2K can accept liability for the material accessed, or any consequences thereof.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is monitored by C2K which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed Golden Rules;
- pupils will be taught to use e-mail and the internet responsibly to reduce the risk to themselves and others;
- Pupils will treat others with respect and will not undertake any actions that may bring the Gaelscoil into disrepute.
- Uploading and downloading of non-approved software will not be permitted;
- Gaelscoil Neachtain does not recommend the use of personal memory sticks or other digital storage media in Gaelscoil. Encryption is recommended for all storage devices.
- Golden Rules for Responsible Internet Use will be posted near computer systems.
- the ICT co-ordinator will ensure that occasional checks are made;
- the principal and ICT co-ordinator will ensure that the policy is implemented effectively;

8. Inadvertent or Deliberate exposure to unsuitable material

It is the experience of other Gaelscoils that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

A most important element of our Golden Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the Gaelscoil will wish to respond to the situation as quickly as possible and on a number of levels. Responsibility for handling incidents involving children will be taken by the IT Co-ordinator and the Child Protection Officer in consultation with the Principal and the pupil's class teacher.

- If one or more pupils discover (view) inappropriate material, our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the Gaelscoil has taken. The Gaelscoil aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites, the ICT co-ordinator will be informed. The ICT coordinator will report the URL (address) and content to C2K; if it is thought that the material is illegal, the site will be referred to the Internet Watch Foundation and the police.

9. Pupil awareness and responsibilities

A most important element of our **Golden Rules of Responsible Internet Use** is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the Gaelscoil will wish to respond to the situation quickly and on a number of levels.

Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator in consultation with the Principal and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the Gaelscoil has taken. The Gaelscoil aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT coordinator will report the URL (address) and content to the Internet Service Provider and the Education Authority.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the **Golden Rules of Responsible Internet Use**, which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow

the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions will be applied. This may involve informing the parents/guardians. Teachers may also consider whether access to the Internet may be denied for a period.

10. Using the internet to enhance teaching and learning Using a web browser & Internet safety

Pupils will learn how to use a web browser; Google Chrome.

Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Golden Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Golden Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

11. Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the Gaelscoil library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright protected.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the Gaelscoil library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);

- when copying materials from the Web, pupils will be taught to observe copyright. Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed;
- pupils will never disclose or publicise personal information;
- downloading materials and images not relevant to their studies, is in direct breach of the Gaelscoil's eSafety policy.

12. Social networking via our Gaelscoil web site & Facebook

Our Gaelscoil web site and communication platform *Class Dojo* is intended to:

- provide accurate, up-to-date information about our Gaelscoil;
- enable pupils to publish work of a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the Gaelscoil.

All classes may provide work for publication on the Gaelscoil web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The point of contact on the web site will be the Gaelscoil address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Inappropriate content

The above site is to be used to promote Gaelscoil Neachtain in a positive manner. It is not to discuss or debate Gaelscoil related issues. Inappropriate content will be deleted, the persons posting will be blocked and the appropriate authorities contacted if necessary.

We in Gaelscoil Neachtain deem the following inappropriate -

- Offensive language or remarks aimed at the Gaelscoil, its staff, parents, governors, children or others affiliated with the Gaelscoil.
- Unsuitable images or content posted to its feed
- Images or text that infringe upon copyright
- Comments that aim to undermine the Gaelscoil, its staff, parents, governors or others affiliated with the Gaelscoil.

Parents

Parents should make complaints through official Gaelscoil channels rather than posting them on social networking sites. Parents should not post malicious or fictitious comments on social networking sites about any member of the Gaelscoil community.

Our website is viewed primarily as a means of disseminating information to parents and the community regarding the Gaelscoil. It should not be viewed by parents or members of

the public as the primary means of contacting the Gaelscoil. The primary means of contacting the Gaelscoil will be through the Gaelscoil office (028 777 42529).

We also have a private Gaelscoil Facebook page. This page will be used to:

- quickly share Gaelscoil related news, celebrate children's achievements, successes and other Gaelscoil updates.
- further enhance the Gaelscoil community and raise the Gaelscoil's profile within the community.
- demonstrate responsible use of social media.
- encourage home Gaelscoil links.

The uploading of content will be controlled by the Gaelscoil Principal along with Designated Teacher. The Chairperson of the Board of Governors, along with the Designated Teacher, will be responsible for password protection and uploading of content. Staff use the Gaelscoil i-pads to take photographs. These are sent to the Designated Teacher or Chair of the Board of Governors for uploading.

13. Internet access and home/Gaelscoil links

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that Gaelscoil can offer – especially with regard to safe access for children. The ICT co-ordinator is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the Gaelscoil nor C2k can be held responsible for the consequences of such advice. Further:

- Gaelscoil guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- the ICT co-ordinator will maintain a stock of relevant leaflets for internet safety.
- the Gaelscoil will participate in the annual 'Safer Internet Day' event with promotes safety online

The Gaelscoil will accept messages from parents / guardians on *Class Dojo* as notification of a pupil absence or consent to Gaelscoil activities. However, if there is any doubt regarding authentication, the class teacher will contact the parent to clarify.

14. Use of E-Mail

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

15. Internet Chat

- Access to Internet chat rooms will not be permitted.
- Pupils will only have access to discussion forums, messaging or any other forms of electronic communication that have been approved by the Gaelscoil.
- Discussion forums and other electronic communication forum will only be used for educational purposes and will always be supervised or monitored.
- User names will be used to avoid disclosure of identity.

16. Security and Passwords

Passwords should be changed regularly and should not be shared. Staff must always 'lock' the computer if they are leaving it unattended.

17. Sanctions

Sanctions are linked to Gaelscoil Neachtain's Positive Behaviour Policy. Misuse of the Internet may result in disciplinary action, including verbal warnings, withdrawal of access privileges in accordance with the Gaelscoil's Positive Behaviour Policy. A child may also be asked to miss a session for reflection. **The Gaelscoil also reserves the right to report any illegal activities to the appropriate authorities.**

18. Remote Learning Acceptable Use Policy

Introduction

In the event of long-term closure, staff at Gaelscoil Neachtain will continue to provide education and support to our pupils using remote learning.

In this case, learning will be conducted using *Class Dojo* (Rang 1-5) and *Google Classroom* (Rang 6/7). This will allow staff to keep in daily contact, in a professional and confidential manner with parents/pupils in their class.

Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

In all communications we will adhere to our commitment to maintaining pupil well-being.

Flexibility

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be trying to work from home and so access to technology as a family may be limited
- Teachers may be trying to manage their own home situation and the learning of their own children
- Systems may not always function as they should

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Expectations

Article 28 of the UN Convention for the Rights of the Child states that 'Every child has the right to an education'. In the case of long term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability.

Bearing in mind the need for flexibility, we understand that in exceptional circumstances work may be completed out of sync with when it is shared.

That said, the work that pupils engage in during a period of closure cannot be considered as optional. Pupils and parents should consider the arrangements as set out in this document as *essential* to progressing learning.

Remote Learning Start Date

The first day of any extended closure will be used by teachers to prepare for the coming period and there will be no remote learning scheduled. The programme of remote learning will start from the second day of the period of extended closure.

Online sessions should be time limited for the benefit of both children and teachers.

Pupils and parents/guardians will also be reminded of acceptable use at this point.

Teaching Staff will:

- Share teaching and activities with their class on a daily basis through *Google Classroom* or *Class Dojo*.
- Be fully dressed and should not wear pyjamas / sleep wear during the session.
- Arrange the session and password / PIN and share this only with pupils and their parents/guardians.
- Upload all activities / teaching before the start of the lesson.
- Continue teaching in line with the current, extensive planning that is already in place throughout the school.
- Give credence to the fact that learning remotely will be more difficult and therefore adjust tasks and provide additional instructions/support as necessary.
- Keep in contact with pupils using *Class Dojo* or *Google Classroom*.
- Reply to messages, set work and give feedback on activities during normal teaching hours only: 9am to 3pm.
- Will set flexible deadlines for the completion of activities as all teachers have an understanding that closure will affect families in a number of ways.
- Monitor evidence of learning* and contact children / parents as appropriate.
- While teachers correct *all* work, they will give feedback to children twice a week, focusing on what most needs to be developed to ensure ongoing progress. In addition, teachers will provide feedback regarding Friday's Literacy and Maths assessment, Rang 3 – Rang 7
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- If unwell themselves, will be covered by another member of staff for sharing of activities. Responding to and following up messages via *Class Dojo* or *Google Classroom* will not be undertaken at this time; will recommence once the teacher has returned to school.
- Participate in a rota to supervise learning at the Gaelscoil. During this time, teachers will not participate in synchronous learning with children.

*Evidence of learning – completion of activities on *Class Dojo* and *Google Classroom*, participation in synchronous learning, videos, photographs of work, return of written work.

Pupils will:

- Be assured that their well-being is at the forefront of our thoughts and that they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Be fully dressed and should not wear pyjamas / sleep wear during live lessons.
- **Pupils cannot participate in live lessons from a bedroom.**
- **Agree not to share the class code / meet link with anyone else.**

- **Not screenshot or copy information, messages, videos or posts to share on social media or any other platform outside of *Google Classroom / Class Dojo*.**
- Complete written activities as directed by the teacher. Each child will be provided with an exercise book.
- Return evidence of completed work as agreed with class teacher.
- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- Read on a daily basis, either independently or with an adult.
- Follow their own interests to discover more about the world around us or be creative.
- Will engage online at normal school hours (9am to 3pm).

Parents will:

- Parents / Guardians will be informed of their child's expected participation in a live video conferencing platform prior to first use.
- Support their child's learning to the best of their ability.
- Encourage their child to access and engage in learning set by the class teacher.
- **Not screenshot or copy information, messages, videos or posts to share on social media or any other platform outside of *Google Classroom*.**
- Know that they can contact the teacher as normal, in a respectful manner, through *Google Classroom* if they require support.
- Teachers will reply and give relevant feedback in due course; within the hours of 9am to 3pm.
- Check their child's completed work each day and encourage the progress that is being made.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Review

Unless any other changes are required, the Gaelscoil eSafety and Acceptable Use policies will be reviewed annually.

ACCEPTABLE USE POLICY FOR LEARNERS IN FOUNDATION STAGE AND KEY STAGE 1.

The Golden Rules

I understand that the Gaelscoil Neachtain eSafety and Acceptable Use Policy will help keep me safe and happy online.

- I will only use the Gaelscoil's computers for Gaelscoil work and homework.
- I understand that when I am on the internet that I am still working and to behave in such a way.
- I will keep my username and password to myself.
- The messages I send, or information I upload, will always be polite, sensible and used for learning purposes.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends.
- I will never arrange to meet a stranger.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
- I AM NOT ALLOWED TO BRING ANY DEVICE WITH A CAMERA INTO GAELSCOIL.
- I will visit www.childline.org.uk to learn more about keeping safe online.
- I will read and talk about these rules with my parents/carers.

I am aware that anything I do on the computer may be seen by someone else.

I am aware of the CEOP report button and know when to use it.

Appendix 2
ACCEPTABLE USE POLICY FOR LEARNERS IN KEY STAGE 2.
The Golden Rules

I understand that the Gaelscoil Neachtain eSafety and Acceptable Use Policy will help keep me safe and happy online.

- I will only use the Gaelscoil's computers for Gaelscoil work and homework.
- I will respect the Gaelscoil's network security.
- I will keep my username and password to myself.
- I will ask permission from a member of staff before using the internet.
- The messages I send, or information I upload, will always be polite, sensible and used for learning purposes.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet an online friend without taking a responsible adult that I know with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
- I will not bring in CDs or memory sticks from outside Gaelscoil and try to use them on the Gaelscoil computers without permission from my teacher.
- I AM NOT ALLOWED TO BRING ANY DEVICE WITH A CAMERA INTO GAELSCOIL.
- I will visit www.childline.org.uk to learn more about keeping safe online.
- I will read and talk about these rules with my parents/carers.

I am aware that anything I do on the computer may be seen by someone else.

I am aware of the CEOP report button and know when to use it.

I know that when I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Appendix 3

Gaelscoil Neachtain eSafety and Acceptable Use Policy (Rang 1 – Rang 4 children) Parent's Acceptance form

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

Name of Pupil: _____

Rang: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the eSafety 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 educational purposes. I also understand that every reasonable precaution has been taken by the Gaelscoil to provide for online safety, but the Gaelscoil 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 Gaelscoil's website, I accept that, if the Gaelscoil considers it appropriate, my child's Gaelscoil work may be chosen for inclusion on the website. I understand and accept the terms of the eSafety Policy relating to publishing children's work on the Gaelscoil website and / or on the Gaelscoil Neachtain Facebook page.

I accept the above paragraph **I do not accept the above paragraph**
(please tick as appropriate)

I am aware that the school permits parents/carers to take photographs and videos of their own children at school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to eSafety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Signature: _____ Date: _____

Address: _____

Telephone: _____

Appendix 4

Gaelscoil Neachtain eSafety and Acceptable Use Policy (Rang 5 – Rang 7 children) Parent's Acceptance form

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

Name of Pupil: _____

Rang: _____

Pupil

I agree to follow the Gaelscoil's eSafety 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 Gaelscoil.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the eSafety 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 educational purposes. I also understand that every reasonable precaution has been taken by the Gaelscoil to provide for online safety, but the Gaelscoil cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph
(please tick as appropriate)

I do not accept the above paragraph

In relation to the Gaelscoil's website, I accept that, if the Gaelscoil considers it appropriate, my child's Gaelscoil work may be chosen for inclusion on the website. I understand and accept the terms of the ESafety Policy relating to publishing children's work on the Gaelscoil website and / or on the Gaelscoil Neachtain Facebook page.

I accept the above paragraph
(please tick as appropriate)

I do not accept the above paragraph

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Signature: _____ Date: _____

Address: _____

Telephone: _____

Appendix 5

Keeping safe: stop, think, before you click!

Rang 3 – Rang 7

Pupil name: _____

I have read the Gaelscoil 'Rules for Responsible Internet Use The Golden Rules'. My teacher has explained them to me.

I have read and understand the rules for Remote Learning.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, laptops, iPads, and other ICT in a safe and responsible way.

I understand that the Gaelscoil can check my computer files, and the internet sites I visit, and that if they have any concerns about my safety, that they may contact my Parent(s) / Guardian(s).

I have discussed these Golden Rules with my parents.

Pupil's signature _____

Date: ____ / ____ / ____

Appendix 6

Rules for Responsible Internet Use:

Staff

The computer system is owned by the Gaelscoil and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The Gaelscoil's eSafety and Acceptable Use Policy has been drawn up to protect all parties - the pupils, the staff and the Gaelscoil. The Gaelscoil reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

1. All pupils are aware of the rules for the safe and effective use of the internet.
2. Access should only be made via the authorised account and password, which should not be made available to any other person;
3. All internet activity should be appropriate for staff professional activity or pupils' education.
4. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person;
5. Use for personal financial gain, gambling, political purposes or advertising is forbidden;
6. Users must access only those sites and materials relevant to their work in Gaelscoil.
7. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;
8. Deliberate/accidental access to inappropriate materials or any other breaches of the Gaelscoil code of practice should be reported immediately to the Principal/ICT Coordinator
9. Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
10. Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
11. Staff will not share personal account information (eg Facebook, email etc.) with pupils.
12. Photographs of pupils should, where possible, be taken with a Gaelscoil camera/iPad and images stored on a centralised area on the Gaelscoil network/password protected internet storage, accessible only to teaching staff.
13. Teaching Staff must conduct themselves professionally on Gaelscoil networking platforms i.e. *Class Dojo* and *Facebook*.

I will ensure that any private social networking sites, blogs, etc. that I create or actively contribute to, do not compromise my professional role.

I agree to the above rules and understand that the Gaelscoil has the authority to request access to my files and personal folders, for the benefit of the Gaelscoil.

Signed:
