



Parteen National School
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Acceptable Use of I.T. Policy and E-Learning Plan

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

School's Strategy

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

General

- Internet sessions will always be supervised by a teacher.
- **Children will be allowed to do a supervised internet search using a safe search engine for children e.g kidrex.org, <http://primaryschoolict.com>**
- Teachers are responsible for checking all internet sites they use to ensure they are age appropriate.
- If teachers are searching Youtube / google on their computer they ensure it is not connected to the whiteboard - they freeze the screen or blank it so that children cannot see the search.
- Our Internet is filtered by PDST Technology.
- Teachers will monitor all pupils' internet usage.
- Students will be taught internet safety by the class teacher area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of Memory Sticks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

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

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Legislation

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

- Data Protection Act 1998 and Data Protection (Amendment) Act 2003
- The Data Protection Act 1988
- Child Trafficking and Pornography Act 1998
- Interception of Postal Packets and Telecommunications Messages (Regulation) Act, 1993
- Video Recordings Act 1989

Support Structures

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

Sanctions

Misuse of the Internet may result in disciplinary action, including withdrawal from internet use and the sanctions outlined in our Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

E-Learning Plan

The following is a guide to suitable activities for each class level. It is important to note that ICT is a tool used to teach curricular subjects and is not a subject in itself.

Junior Infants

- ✓ Turn on & shut down properly the laptop/tablet
- ✓ Locate a file
- ✓ Mouse control and track pad
- ✓ Initial typing
- ✓ Get laptops out of laptop trolley
- ✓ Be able to access the internet and find resources for Infants on cbeebies
- ✓ Play with above resources
- ✓ Hook up ear phones to laptop
- ✓ Sample websites/apps: starfall, cbeebies, topmarks.co.uk, twinkl, storylineonline, motherhubbard, Barns&Nable storyline, oxfordreadingtree, primaryresources.co.uk, ixl,pinterest, teachingideas, cleverclassroom, arkive.org, nationalgeographicforkids, Spelling Bus, Phonics Vowels, Spelling Magic, Word Bingo, Dtd Numbers Lites

Senior Infants

- ✓ Turn on & shut down properly the laptop/tablet
- ✓ Get laptop from trolley & return it
- ✓ Be able to access the internet and find resources for Infants on cBeebies
- ✓ Play with above resources
- ✓ Hook up ear phones to laptop
- ✓ Recording own reading
- ✓ Copy and paste pictures
- ✓ Search for a graphic
- ✓ Sample websites/apps: Build a story, Hairy Letters, Spelling Magic Maths Counting Ants, Count 123, Counting

1st Class

- ✓ Develop the work done in Infants
- ✓ Locate a folder on c drive/My Computer/My Documents
- ✓ Use Tables Challenge
- ✓ Save Internet sites to Favourites
- ✓ Save work to own folder (created by teacher)
- ✓ Type into a toolbar and use basic search engines
- ✓ Use Scoilnet & Encyclopaedia Britannica
- ✓ Placement of graphic on a page
- ✓ Sample websites/apps: English Word Ball, Word Complete, Toontastic. Maths Tell Time, Time to Learn

2nd Class

- ✓ Revise and enhance above
- ✓ Using one of the Typing Tutors, linked from the school website, teach the children to type.
- ✓ Create a new folder, name it, rename it

- ✓ Sample websites/apps: kids.sandiegozoo.org, scoilnet.com, oxfordowl.co.uk, coolmaths.com, studystack.com, instagrok.com storybird.com, onlineegg timer.com, thechinaguide.com

3rd Class

- ✓ Continue to develop the above work
- ✓ Powerpoint
- ✓ Make simple presentations using Photostory & Movie Maker
- ✓ Sample websites/apps: www.prezi.com, www.storybird.com, slideshare.ppt, English Toontastic, Build a Story. Maths: Maths Evolve, Maths Bingo, King of Maths , Motion Maths Squeebles, Beluga Maths, Edmodo, Britannica, oxfordowl.co.uk, scoilnet.com, storybird.com, studystack.com, instagrok.com

4th Class

- ✓ Continue to develop the above work
- ✓ Powerpoint Add sounds to Photostory & Movie Maker projects from last year
- ✓ Microsoft Word basic skills
- ✓ Sample websites/apps: English Toontastic, Build a Story. Maths: Maths Evolve, Maths Bingo, King of Maths , Motion Maths Squeebles, Beluga Maths, Edmodo, Britannica, oxfordowl.co.uk, scoilnet.com, storybird.com, studystack.com, instagrok.com

5th Class

- ✓ Continue to develop the above work
- ✓ Powerpoint
- ✓ Excel
- ✓ Add commentary to Photostory & Movie Maker projects from previous years.
- ✓ Introduce Scratch
- ✓ Sample websites/apps: English Toontastic, Build a Story. Maths: Maths Evolve, Maths Bingo, King of Maths , Motion Maths Squeebles, Beluga Maths, Edmodo, Britannica, oxfordowl.co.uk, scoilnet.com, storybird.com, studystack.com, instagrok.com

6th Class

- ✓ Continue to develop the above work, using the acquired skills in all curriculum areas
- ✓ Powerpoint
- ✓ Word and editing skills: Copy, paste, screen print, edit
- ✓ Excel 21 – 50
- ✓ Use Audacity to add commentary and edit music to Photostory & Movie Maker projects from previous years.
- ✓ Develop Scratch projects
- ✓ Use Hot Potatoes to develop exercises and respond to novels
- ✓ Search for and save information from the Internet to the children's own folders
- ✓ Use above info in projects
- ✓ Use Google Docs Forms to create a survey and analyse results
- ✓ Use Google Maps
- ✓ Sample websites/apps: weebly, edublogs, surveymonkey, Manga High, primaryresources.co.uk, nationalgeographicforkids, English Toontastic, Build a Story. Maths: Maths Evolve, Maths Bingo, King of Maths , Motion Maths Squeebles, Beluga Maths, Edmodo, Britannica, oxfordowl.co.uk, scoilnet.com, storybird.com, studystack.com, instagrok.com

Procedures for Laptops and iPads

Laptops: Students log on as students. The teacher account is password protected –NsAdmin. Only the teacher may download items. All pupil work should be saved to the teacher folder only. These will be deleted at the end of each year.

iPads: Apps are organised into class groupings. Teachers ask the Principal if a particular app is required.

A rota will be done each term for laptops and iPads.

Laptops are numbered so children can use the same laptop each time.

Ratified by the Board of Management on 29/6/15

Seamus Gallagher

Chairperson BOM