

Acceptable Use Policy (Online Learning)

Introduction

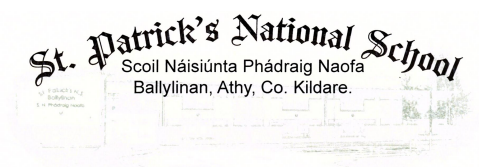
We are always working on ways to maintain the link between school and home. We miss our pupils during periods of enforced closure and plan to continue to communicate with them through various means. We recognise the importance of online safety and the aim of this policy is to protect pupils and school staff while engaging in online communication.

Online safety is paramount when providing an environment for staff and pupils to engage in remote learning. Standards of behaviour as detailed in our Code of Behaviour and Anti-Bullying policies apply equally to online environments.

Staff members may communicate with pupils and their families by various means (eg. email, phone call, Aladdin Connect, Zoom etc.).

General Rules for Safe Interaction Online

1. Pupils, families and school staff are expected to behave in an appropriate, respectful and safe manner online. Normal school rules apply.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content which they are submitting to their teacher is appropriate.
3. Any electronic forms of communication will be for educational purposes and to allow for communication with families. They are for the intended recipient only and should never be forwarded to a third party.
4. For security reasons, passwords will be provided to families where applicable and these should not be shared.
5. Ballylinan N.S. cannot accept responsibility for the security of online platforms in the event that they are interfered with.
6. Where communication using a mobile phone is necessary, staff members will ensure that their caller ID is private.
7. Under no circumstances are pictures or recordings to be taken of video calls.
8. It is advised that an adult be present for the duration of any video call/. These calls should not be taken in a private space. Such calls may at times include more than one member of staff.



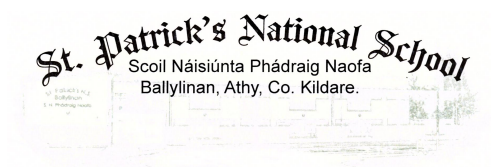
Parents and Guardians

1. Check over the work which pupils send to their teacher, ensuring it is appropriate.
2. Continue to emphasise online safety measures with pupils.
3. Pupils should be provided with a distraction-free space to work where at all possible.
4. The main purpose of a video call is to maintain a social connection with their peers and their teachers. Please encourage pupils to listen and enjoy the experience.
5. Remember that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
6. Ensure that you are dressed appropriately for a video call.
7. Your child will automatically enter a waiting room when the code for a video call has been entered. Please note that school staff will only accept users into the call if they are assured of their identity. (It may be necessary to update the display name on your account.)
8. Please ensure that your child is on time for a scheduled call or they may be locked out. Please request to join a call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
9. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.

For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Pupils

1. Remember our school rules - they are still in place, particularly online.
2. Submit work and pictures that are appropriate.
3. Use kind and friendly words.
4. Pictures or recordings of any video call or any images used in it are not allowed.
5. If you have the chance to talk, do so in your normal voice using kind and friendly words.
6. Show respect by listening to others while they are speaking.
7. Be on time - set a reminder if it helps.
8. Don't forget to wave hello to everyone when you join!



School Staff

1. Staff members should report any concerns regarding online behaviour or interactions to the principal or deputy principal.
2. Staff are advised to generate a new meeting ID and password for each video call being held.
3. Staff members will notify parents/guardians of the date, time and password for a video call via online app/email.
4. Staff members will use the 'waiting room' facility and only admit participants to video calls if they are assured that the email address or username is connected to a pupil.
5. Only those invited will be admitted to a video call.
6. It is advisable to mute participants on entry to the call.

It is important to note that any breach of the above guidelines may result in a discontinuation of that means of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated.

This is a working document and will be updated as we expand our ways of supporting remote learning.