



Avoca National School

S. N. PHADRAIG NAOFA

Scoil Náisiúnta Phadraig Naofa,  
Avoca,  
Co. Wicklow.  
Roll No 18198A

## Internet Acceptable Use Policy

The aim of this Internet Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### School's Strategy

The school employs 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
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage
- Pupils and teachers will be provided with training in the 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
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will use the Internet for educational purposes only
- Pupils will never disclose or publicise personal information
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy (AUP)
- Pupils 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**

Pupils will not have access to the school email facilities without supervision. Any emails to other children / schools will be sent through the school email address. Work such as stories and essays may be communicated to the school from home or the classroom computer/tablets.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website [www.avocaschool.ie](http://www.avocaschool.ie) in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- 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.
- A child's first name only may be used to credit individual work published on the school website, for example, a drawing, an essay, a podcasts etc; (commencing from date of this policy)
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will not be published on the school website without the parental permission. Video clips may be password protected
- Personal pupil information including home address and contact details will be omitted from school web pages
- The school website will avoid publishing the last name of individuals in a photograph
- The school will ensure that the image files are appropriately named or will not use pupils' names in image file names or ALT tags if published on the web
- Pupils will continue to own the copyright on any work published
- The above conditions also apply to individual class blogs when under the control of individual teachers.

## **Personal Devices**

The school does not permit the use of mobile phones by pupils at any time during the school day or while on school grounds. The school does not permit mobile phones to be used by pupils while on excursions from the school. The only exception to this is in an emergency or with the approval of a teacher.

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Pupils may not access social networking sites via mobile phones or other devices while on school premises or while on excursions from the school.

## **Class Dojo.**

### **The Use of Class Dojo as a Communication Tool**

Some of the teachers use Class Dojo as a motivational and communication tool. A few pointers about the use of the App and what it is intended for:

#### Teacher Use:

- 1) Teachers will use Dojo to share photos and work from the children's school day from time to time.
- 2) Teachers will use it to give messages/information of importance to parents.

- 3) From time to time, teachers will arrange meetings with parents using Dojo.

Parents Use:

- 1) To arrange a meeting with the teacher.
- 2) To make the teacher aware of any urgent information about your child that cannot wait until a meeting is arranged. This urgent information falls into the following categories :
  - He/She forgot their lunch/drink/homework folder
  - He/She has an appointment and needs to leave early/will be late
  - He/She was not feeling well that morning.

If you do send a Dojo message please allow 48 hours for a reply. Messages will only be replied to within a reasonable timeframe. Queries will only be dealt with between Monday and Friday.

As teachers are busy in class they may not see an urgent message posted during the day. If there is something urgent please contact the school on (0402)35331 or email [avocans@hotmail.com](mailto:avocans@hotmail.com) and the principal will alert the teacher to same, if necessary.

**Facebook and other social media**

Pupils are not permitted to access Facebook or other social media sites while on the school premises. Sites such as Facebook have age limits that parents are encouraged to enforce and respect.

**Support Structures**

The school will inform pupils 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 written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on **the 24<sup>th</sup> of September 2019**

**Covid 19- Addendum.**

**Should we be placed in a situation similar to the lock down which occurred in March 2020, the distance learning protocol as outlined in Appendix 2 would re-occur. Teachers would use any one of these platforms, Class Dojo, Google Classrooms or email to communicate the work of the week to you on your**

**child's behalf. Zoom would be used only to keep the 6<sup>th</sup> class children connected. The rules of engagement in relation to Zoom are outlined in Appendix 3**

**Ratification of Policy**

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on **the 28<sup>th</sup> of September 2020**

**Covid 19- Addendum.**

**Should we be placed in a situation similar to the lock down which occurred in March 2020, the distance learning protocol as outlined in Appendix 2 would re-occur. Teachers would use any one of these platforms, Class Dojo, Google Classrooms or email to communicate the work of the week to you on your child's behalf. Zoom would be used only to keep the 6<sup>th</sup> class children connected. The rules of engagement in relation to Zoom are outlined in Appendix 3**

Signed:  
Chairperson of Board of Management

Signed:  
Principal

Date: 29<sup>th</sup> of September 2020

Date: 29<sup>th</sup> of September 2020

Date of next review: January 2023 or earlier should the need arise

**Appendix 1**  
**Avoca National School**  
**Permission Form Template**

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material. The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the School's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your home and see if there is any way you could make it safer for your own family.

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

**Name of Pupil:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**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 educational 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.

In relation to school photographs I grant permission for my child to be photographed (in a school context) for projects and displays.

**I grant permission**

*(Please tick as appropriate)*

**I do not grant permission**

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 and photographs of school activities on the school website.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

**Yes - I accept**

*(Please tick as appropriate)*

**No - I do not accept**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## The Distance Education Protocol at Avoca N.S.- Things you need to know:

|   |   |
|---|---|
| <p>The teachers will be using the following platform to upload lessons:</p>   | <p>Class Dojo</p>   |
| <p>Lessons will be allocated for Monday to Thursday inclusive. Friday will be allocated as a Homework Project Day. See the other attachment in relation to home learning ideas. Your child's teacher will give guidance on Thursdays as to which activities you might undertake on the Fridays.</p> <p>The lessons will be distributed for the next day by:</p> | <p>By 6.p.m. on the day before e.g. Monday night's work will be sent on by Sunday 6p.m.</p> |
| <p>Teachers will be available to answer your queries from 10 to 11 a.m, and from 12 to 1 .p.m.</p>  | <p>Any queries that arrive after 1 p.m,will be dealt with on the next available day.</p>    |

### Suggested Timetable for your child(ren)'s day

|           |  |
|-----------|--|
| <p>1.</p> | <p><b>Exercise:</b> Before any home learning gets done, it's a good idea to get in some exercise. There are plenty of options for this depending on family circumstances:</p> <ul style="list-style-type: none"> <li>■ Walk the dog for 30 minutes (if you don't have a dog, just walk without one!)</li> <li>■ Do one of our HIITs or choose from the hundreds on YouTube</li> <li>■ Every morning at 9am, Joe Wicks, the Body Coach is doing a live workout for kids on his YouTube Channel</li> </ul> |
|-----------|--|

|    |  |
|----|--|
| 2. | <p><b>Core Subjects:</b> Children can get down to some of the work I left for them the previous evening.</p> <p><b>NOTE: This session should take no more than 10 minutes per year of the child's age, (i.e. 5 year olds no more than 50 minutes)</b></p>  |
| 3. | <p><b>Break Time:</b> It's important to take a break. Make sure to have a snack and to try and get outside for some fresh air.</p>   |
| 4. | <p><b>School On TV:</b> Every day at 11am, RTE2 are showing School on TV. While we don't know if it will be any good, there's bound to be some good ideas on it.</p>   |
| 5. | <p><b>Allocated School Work remaining from before the RTE School Programme</b></p>   |
| 6. | <p><b>Lunch Time:</b> It's important to eat their lunch. They should try and get outside if they can too.</p>  |
| 7. | <p><b>Free Time:</b> Children, of course, can continue with projects or have some downtime or there are a million other suggestions out there. If you want, you could recommend some activities to do such as LEGO challenges, various competitions, art projects, going around, decent podcasts, TV programmes and so on.</p> |

The above timetable is an example of a morning timetable.

This is only a sample. It is not prescriptive and feel free to change it around to suit your home circumstances.

Ideally, it is easier to work with children in the morning as they are rested after a night's sleep.

However, the work does not have to be undertaken at this time. Perhaps it may suit your household's timetable to do this work in the afternoon or evening.

That is fine too. Again, I stress do what you can to suit your own circumstances.

### **Assessing Work**

We would love to see photographs of the children's work and projects. We will offer praise and encouraging feedback for all efforts. We will be asking families for help in some assessments by asking you to check if your child(ren)'s answers are correct, and that appropriate levels of effort are shown for the work being completed at home. We will provide feedback where appropriate

## **Tech Support and Viewing Clips ?**

It your child's teacher sends a clip to support your child's learning, it may be an idea to look at this clip before engaging with the task, in order to familiarise yourself with the chosen method of carrying out the process. Then you have the option

explaining the work to the child yourself, or alternately your child and you can view this together. Sometimes children (and adults) can get distracted by technology, time marches by and the actual task is still waiting to be done. Limit looking at the technology to the clip needed for instructional purposes and set about completing the task.

There are a few things that can go wrong and please don't hesitate to ask for help. The main things at the beginning will be accessing the various tools. We can generally help you so a quick communication via preferred insert [Class Dojo](#) will generally work but if we can't help, we will send a message to our Tech Experts.

## **Working From Home,**

Some tips;

Choose the easy tasks first- 'the monkey see, monkey do' type tasks. Set these tasks up in a designated area.

Establish that your child understands the task and has all the materials needed for the tasks on hand. Give clear instructions as to the amount you want completed e.g. Maths pg 50 Q 1-6. Allot a time for the completion of this activity .Set a realistic time limit for completion of the same. Check in briefly after 10 mins and assess the progress. Let them know how they are doing and address any difficulties they may have. Reset the time and task depending on their progress. Do not go over the allocated time as it can be counter productive. If your child has an issue with a concept send a message through Class Dojo and your child's teacher will get back to you with further advice and suggestions.

Check in after 10 mins and assess the progress. Let them know how they are doing and address any difficulties they may have. Reset the time and task depending on their progress. Do not go over the allocated time as it can be counter productive. If your child has an issue with a concept send a message through Class Dojo and your child's teacher will get back to you with further advice and suggestions.

Getting the easier tasks out of the way will give the child a sense of satisfaction in having tasks completed and all of the allocated time is not spent on the more challenging tasks. If your child does not get through the more challenging task in the allotted time this could be revisited the next day or at the Homework Project Day on Fridays, if that is what you wish.

Some children may find it harder to motivate themselves at home. Perhaps, introducing a points system for completing an activity to an acceptable standard and in a timely manner could be considered in order to motivate him/her e.g. 3 points for work completed correctly (1 point), presented in a neat manner(1 point) and for completion within the allotted time (1 point). Speak to your child about a small weekly reward that might interest him /her.( one that is possible to grant given the restrictions that are in place at the moment).Set a weekly point target that your child has to reach to earn this reward.



## Accessing Books and Other Resources

Your child(ren) have been sent home books and teachers will instruct you which pages to do. If you do not have any of these books at home, you can access them online in the following way from [www.edco.ie](http://www.edco.ie) and [www.cjfallon.ie](http://www.cjfallon.ie) and [www.folens.ie](http://www.folens.ie)

## Any other questions?

Feel free to contact your class teacher through Class Dojo . If you have any queries for me, please email me at [avocans@hotmail.com](mailto:avocans@hotmail.com) and will get back to you as quickly as I can.

Finally, above all else mind your physical and mental health and mind each other's. Please take advantage of the improved weather while it is around.

On a more positive note, the dry weather has enabled the contractor to make significant progress with the pitch. The work is paused for the present due to Government directives but the remainder of the work is not weather dependent and should progress quickly once the present restrictions are lifted. I have attached pictures of the work. This progress will mean that the children will have this facility to look forward to on their return to school.

### Appendix 3

#### Zoom for 6<sup>th</sup> class only.

Please see the following rules of Engagement below

1. Rules and procedures of engagement with Zoom meetings hosted by Avoca N.S  
All participants will appear on time for the meeting and wait to be admitted.  
All participants will keep their video cameras on at all times.  
Respectful and appropriate behaviour (such as you would adhere to in a normal class) is expected of all participants at all times. The host or co-host reserves the right to remove students from the meeting if in their judgement a student is behaving inappropriately or in a manner that hinders the objectives of the meeting,
2. Any inappropriate behaviour by the student (such as cursing, inappropriate talk, screenshots of the participants or recording of the proceedings are not allowed or interference by older siblings) who received an invite or any individual who may be present by default at this meeting will result in the student being excluded from the next 2 zoom sessions held by the host. An email apologising for the behaviour will need to be furnished by the students' parents before the student can be readmitted.
3. It is expected that the materials and presentations through Zoom will be respected and that they will remain within the correct medium. Any infringements of this ethical standard or other serious infringements will be referred to the Gardai for further investigation and censure

**4. E Consent Permission Form for use of Zoom**

5. 4. This e-consent must be returned with the class teacher via Class Dojo
6. Please type /copy and paste the following sentence into Class Dojo and return to your teacher through Dojo
7. I give consent to \_\_\_\_\_ child's name to be invited to and participate in Zoom meetings hosted by the staff at Avoca NS.
8. I have read all of the above. I will ensure that and take responsibility for my child's compliance with the above conditions and recognise that the above censures will be implemented in the event of non-compliance of the appropriate behaviour required for such an activity.
- 9.
- 10.
11. Signed. \_\_\_\_\_ Parent
- 12.
13. This consent is required before proceeding.

