Student Information Communication Technology (ICT) and Internet Acceptable Use Policy

Date of Review: November 2020
Next Review: School Year 2023 / 2024

Signed:

Mary Molloy

Chairperson Board of Management

Date: 16/11/2020

Signed:

Cathal Moore

Principal

Date: 16/11/2020

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Introduction and General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the 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. Access to digital technologies can enhance learning and engagement for our students. In order to ensure a safe environment for our students, we have outlined the expectations and rules regarding use of both hardware and software in the school, as well as the consequences in the event that these expectations are broken by students.
If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to all members of the school community who have access to and are users of the internet in Presentation College Athenry. The school's code of conduct further underpins and supports this policy. In a case where a student's behaviour breaches both the school's Code of Conduct and AUP, both documents will be used to determine an appropriate sanction.

A similar staff Acceptable Usage policy also applies to members of staff, volunteers, parents, carers and others who access the internet in Presentation College Athenry.

Presentation College Athenry may deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Presentation College Athenry may, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Presentation College Athenry implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to students in Presentation College Athenry through our Induction for students as well as through specialist speakers in this area.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Presentation College Athenry participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and students.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of stakeholders from time to time.

Should serious online safety incidents take place, Mr Adrian Fitzmaurice should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the IT Coordinator, Mr Adrian Fitzmaurice, or a member of the ICT Team.
Sanctions

Misuse of the school's hardware, software, internet access, email or IT services including any Virtual Learning Platforms (Edmodo, Google Classroom etc.) may result in disciplinary action in line with the school Code of Behaviour.

Misuse may result in disciplinary action, including 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.

If a student is found in violation of the school's AUP, their school accounts may be suspended or restricted to prevent specific actions. For example, if a student is found to be misusing applications, they may be prevented from using those applications.

Student-Use of Technology

Student-use of technology in the school is a fundamental part of the school's Digital Learning Plan. Students should be able to access appropriate hardware, software and internet resources to help them learn, create and communicate during school. This approach is encouraged and supported by the government's Digital Learning Framework.

Student Access to Technology

In our school, students will be given a username and password for computer access and for a G Suite account. These credentials will facilitate communication, collaboration and storage during their time in the school, using software such as Google Drive, Classroom and Sites. Accounts are controlled and restricted by the school. In some cases, restrictions may apply to all students, while other restrictions may apply to specific year groups, but it is also possible to restrict or suspend specific user's accounts. Restrictions will be in place as IT services are being rolled out over the school for instance students will log in with a username that resembles an email address (@presathenry.ie) however email communication may not be activated for that user. As students needs evolve additional services will be activated.

Students will also have access to school-owned hardware, including desktops, laptops, chromebooks and tablets. Students will need to sign in to each of these devices to use them and again restrictions will apply to their use, which prevents them from downloading software and accessing specific websites.

With the provision of this school-owned and managed software and hardware, student personal devices are not permitted to be used in school.

The School's Responsibilities

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of digital technologies and internet access for students. These strategies are as follows:

- Student use of the internet during class time will always be supervised by a teacher.
- A government approved and controlled web filter is used to minimise the risk of exposure to inappropriate material.
- The school has put further restrictions in place within the school's network to ensure students are not exposed to inappropriate material e.g. blocking specific websites
- Virus protection software is used and updated on all school computers and updated annually or when necessary.
- All computers have been set up to prevent student users from downloading software on the computer
- Students and teachers will be provided with the opportunity for training in the area of internet safety.
- Content focusing on individual students will not be published on the school website without parental permission. As a general rule, the school website will focus on groups rather than individuals.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published online.

Our school will only communicate with students, parents and other stakeholders through communication tools controlled by our school. That is, we will only use software that we control under our domain. By using Gmail, Google Sites, Classroom, YouTube and Google+ under our domain, we have greater control over the information we store and share and who can see it. As a result, we will not use Twitter, Instagram, Facebook or other sites to communicate with our school community. We believe this as an important step in protecting our students' privacy, information and well-being.

Any public posts made by the school, which include photos of students, will follow the school's safety rules i.e. identifying information, such as a child's full name, will not be posted alongside a photograph.

The Students' Responsibilities

Students' responsibilities regarding the use of digital technologies and internet resources in school may be summarised by the expectation that students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. Specific expectations have been outlined below aligning to the various uses of technology in school.

Student Account under the School Domain

- Students will use their school email accounts (if activated) for school-related communication with teachers and other students.
- Students will not send, receive or share 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, including passwords, mobile numbers or home addresses.
- Students will never arrange a face-to-face meeting with someone they only know through email
- Students only have permission to use their school accounts for websites and for approved by the school, for educational purposes, such as Google Classroom.
- Students will use their cloud storage drive for school-related material, not for personal, illegal, obscene or defamatory files
- Students will collaborate with one another on the school's cloud platform in a respectful and empathetic manner

- Students may be given the opportunity to publish projects, artwork and other school work, through the school's cloud platform, such as the school website or social media channel, only with the approval of the Principal.

- Any student work, which is published online, will appear in an educational context with a copyright notice prohibiting the copying of such work without express written permission.

- Students will continue to own the copyright on any work created under their school account and/or published on the school's communication channels.

General Details Regarding Computer Accounts and GSuite under the School Domain

- It is important for all parents and students to understand that students' GSuite accounts / Computer Login credentials should be used for school work and communication only. Information stored on IT Systems, Gmail or Drive may be accessed by the school in matters relating to serious misconduct, as outlined in the school's code of behaviour.

  - The process for access of this nature is:

    i.   Suspension of the account,

    ii.   Following reactivation of the account - the Principal / or their appointed person will be present to:

      1. Allow account holder access account using their own password in the presence of Parents / Guardians

      2. In the event the password has been lost or forgotten - reset the password in the presence of the account holder / Parents/ Guardians and subsequently access the account.

    iii.   Once the account has been examined it will be suspended again and accessed as per the above mechanism if necessary.

Parental Responsibilities

We would encourage parents:
- To research the minimum age requirements for different social media sites and not allow their child to have an account until they are the appropriate age.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts. Comments of this nature will be deleted.
- Please do not request to "friend" a member of staff in the school. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall.

Support Structures

The following websites and applications are useful resources to help parents learn more about the tools available to children online:

- Family Link by Google: An app to link a parent's phone with a child's phone to set permissions around app downloads and usage. Search for this on app stores.
- Be internet Awesome - Google provide resources on digital citizenship and safety in a digital world via their website - https://beinternetawesome.withgoogle.com/
- DQ Project: an organisation created to highlight the importance of digital intelligence alongside traditional IQ and emotional intelligence. www.dqinstitute.org
- Mozilla Web Literacy: a website providing resources to improve use and understanding of internet resources for all ages. This provides a framework for entry-level web literacy & 21st Century skills. https://learning.mozilla.org/en-US/web-literacy/
- Common Sense Media: a website with a parent focus to help understand and navigate media and content available online. www.commonsensemedia.org/

Legislation

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

- Children First Act 2015

- Child Trafficking and Pornography Act 1998
- Data Protection Act 2018
- Interception Act 1993

School Organisation

The school has a number of safeguards in place to manage the provision of services. These are outlined below.

Content Filtering

Presentation College Athenry has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category. Staff Network is maintained separately.

Students taking steps to by-pass the content filter by any means may be subject to disciplinary action as outlined earlier.

GSuite

Google Suite for Education (GSuite) education is a range of products that are an extension of the existing Google products people may be familiar with such as Gmail. GSuite for Education is adapted to help teachers and students share and learn together in innovative ways. Additional applications such as Google Classroom, Google Sites and Google Drive are tools that are powerful collaboration tools for a school environment. There are 13 standard applications that schools can use. These are phased into use based on needs and goals of the school Digital Learning Plan. Some of the other applications available in the suite are Gmail, Docs, Sheets, Drive, Calendar, Hangouts, Sites, Blogger. These are designed with new intelligent features that make work easier and bring teachers and students together. Presentation College Athenry will be introducing these products on a phased basis over time. The management and use of your child's data via GSuite is covered in the AUP agreement permission form at the end of this policy..

Internet Use Web Browsing and Downloading

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students will report accidental accessing of inappropriate materials in school but outside the

classroom to the IT Coordinator Mr Adrian Fitzmaurice.

- Students will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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.
- Students will use the school's internet connection only for educational and career development / Investigation activities.
- Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of torrent sites is not allowed. File sharing is only permitted via the School GSuite service.
- Downloading by students of materials or images should only be relevant to their studies. Material outside of this scope is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at Presentation College Athenry. Students may be issued with their own school email address. (Note: Student email addresses will be issued in the future when student needs, school resources and staff training allow efficient and productive use of a student email system.) This is the only email address to be used in correspondence with students and teachers.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are not private and may be examined by the Principal in the event of a complaint or on a spot check basis. The process for this is as described earlier.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. Any such activity or any activity deemed by the Principal to be inappropriate will result in immediate withdrawal of IT Privileges and Any appropriate action in accordance with the Code of Behaviour.
- Students will not use school email accounts or personal emails.
- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Presentation College Athenry. , students are not permitted, and have no reason, to access other social media sites, including Snapchat, Instagram, Facebook, Twitter etc, while in school.

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Presentation College Athenry. Note in exceptional circumstances some school communications may take place via WhatsApp this will only be used in specific circumstances such i.e. sports groups with specific permission from the Principal.
- Use of blogs by students such as Word Press, Tumblr etc. is not permitted.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed for viewing material for instructional purposes at Presentation College Athenry.
- Students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Presentation College Athenry community.
- Students must not discuss personal information about students, staff and other members of the Presentation College Athenry community on social media.
- Students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Students must not engage in activities involving social media which might bring Presentation College Athenry into disrepute.
- Students that 'like' or support material that is deemed inappropriate may have services suspended or restricted as well as face a sanction as determined by the Principal.
- Students must not represent their personal views as being those of Presentation College Athenry on any social medium.

Personal Devices

- Students are not allowed to use personal electronic devices in school.

Images & Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Presentation College Athenry students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances unless permission has been granted by the Principal. In such instances care must be taken that no harm is done to staff or students of Presentation College Athenry. Supervising teachers have authority to insist on the viewing and deletion of such images and videos. Alternatively, a device may be confiscated until such time as a parent collects the device. Any inappropriate images may be referred to the Principal.

Permission from parents or guardians for the use of photographs of students published on the school website, social media or promotional material is granted via the AUP acceptance form at the end of this policy.

Students must not share school related images, videos or other content online regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved including suspension and expulsion. Any activity involving explicit images/ inappropriate material will be referred to the Gardaí and appropriate Child Protection measures will be taken if deemed necessary by the school.

Cyberbullying

When using the internet students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved which may include suspension or expulsion.

In accordance with Presentation College Athenry Anti-Bullying Policy, staff and students should be aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful communications do not fall within the definition of bullying and will be dealt with, if appropriate, in accordance with the school's Code of Behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Students instructed in the use of ePortfolios and Google Sites may be allowed the opportunity to display learning and course related material via this medium internally within the school network. Students shall only activate or use these services under supervision of teachers. All material is discoverable by and monitored by teachers in charge, the material should only be course related and relevant to a course of study or research as approved by the teacher in charge.

Such websites will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

The publication of any student work will be coordinated by a teacher.

Presentation College Athenry will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission. In a group activity photo Presentation College Athenry will avoid publishing the

first name and last name of students (without prior permission) in video or photograph captions published online.

Remote and blended learning - acceptable use

Presentation College Athenry recognises that online safety is of huge importance and we hope that this document helps to protect both school staff and students, while online in a remote learning environment.

Presentation College Athenry provides access to a variety of online tools (mainly through GSuite for Education), to facilitate effective teaching and learning over the period of any remote learning. Online collaboration is essential for remote learning.
The remote learning tools described in the AUP (GSuite) are used as a blended learning solution alongside normal everyday school instruction during non school closure.

The GSuite platform facilitates:

- communication with and between staff, with parents, and also facilitates board of management meetings remotely if required.
- communication and engagement between teachers and students including:
  - classroom work
  - assignment of classwork
  - return of corrected work
  - provision of feedback and assessment)
- remote learning in the event of a partial or full school closure. The platform facilitates the use of live and / or recorded video lessons where required.

The School Management Information System, Compass, also plays a role in key communication activities especially :

- communication with staff and parents via:
  - Text messages
  - Emails
  - Compass school app
    - Push notifications
    - Newsfeed
- Student school reports are all managed and distributed via Compass MIS

School communications in time of Remote Learning

1. All parent communications with school are routed through the school email address office@presathenry.ie
2. Requests for resetting of lost / forgotten passwords should be made by a parent and can be made through the inquiry form on www.presathenry.ie website or by emailing the office above. Where a student submits the request the reset details will be sent to the main contact as outlined below.

3. Reset details will be sent via Compass (our school Management Information System MIS) to the parent that requested the reset.
4. Students can communicate with their Year Head / Class teachers via their assembly group / subject Google Classroom. Google Classroom combined with other GSuite tools facilitates the teaching of lessons, assignment of work, correction of work, return of work and provision of necessary feedback as well as the application of assessment tools to measure student attainment and progress.
5. Staff, parents / guardians and students are expected to behave in an appropriate, safe and respectful manner online.
6. It is the duty of parents/guardians to supervise students while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
7. Staff members can communicate with students via Google Classroom and with Parents via Compass MIS mails. Parents / guardians should route email communication through office@presathenry.ie to ensure the communication is handled and distributed appropriately. Phone communication will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.
8. Year group student and parent video meetings Assembly meetings may take place via Google Meet
9. Presentation College Athenry cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Under no circumstances can unauthorised pictures or recordings be taken of meetings / videos. The school may record lessons and or meetings for educational or informational purposes.

Guidelines for staff members using online communication methods:

1. Instruct that all video feeds be muted on entry to the classroom / meeting.
2. Staff members will communicate with students and parents / guardians during the hours of 08:30 - 18:30, where possible and only in exceptional circumstances outside of that - please use the schedule function to make sure this is upheld.
3. Staff members will have high expectations regarding student behaviour in relation to any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with students.
5. Staff will not sign the school up for any online apps
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff must only have the meet link visible to students immediately before and during the meeting. At the end of the meeting the link should be made invisible and reset.
8. Staff members will only admit participants to video conferences that have @presathenry.ie GSuite accounts, non PCA usernames or email addresses seeking entry will be refused entry.

Rules for students using online communication methods:

For submitting learning:
1. Submit work and /or pictures that are appropriate.
    a. details of formats and other details will be communicated by teachers

2. In times of remote learning - keep communications within acceptable working hours - during the hours of 08:30 - 17:00, where possible and only in exceptional circumstances outside of that.
3. In normal school terms where GSuite is used as a blended learning solution alongside school attendance work should be submitted inline with teacher instructions.

Guidelines and expectations for students attending online classes / video conferences at PCA

Streamed / Video Lessons

Video conferencing to facilitate online classes is something that teachers partake in to aid student learning. Please cooperate at all times.

General Notes for students engaging in online communication and learning

- Respect and cooperation is expected at all times.
- The text/question facility is broadcasted to the entire video conference - this is for questions and clarifications only - your teacher will refer to how this will be used in lessons. Your teacher will explain how they intend to use this facility to you as you begin conferencing. This is not a comment facility.
- Any misuse of video conferencing including the use of inappropriate comments may result in suspension of all GSuite services as well as any further sanctions as determined inline with the Code of Behaviour.
- Video Conferencing Lessons may be recorded by PCA only and the recordings may be used as catch up lessons / revision material. Video feed should be turned off for such recordings.
- Online classes are an extension of school classrooms and should be treated as such. Students should be on time, wear regular daytime clothing and observe school rules during class time.
- Recording or distribution of any aspect of the lesson other than by PCA is not permitted and will be dealt with in accordance with the Acceptable Usage Policy and the Code of Behaviour.

When a student joins a meeting

1. Join the meeting at the precise time you are given the link / at the time your teacher specified. Be on time. In times of full remote learning, lessons will follow the normal timetable assigned to students and teachers.
2. When you enter the Class / Video Conference please mute your microphone and video - your teacher will instruct you on interaction once the lesson begins
3. Follow your teacher's instructions at all times
4. You have been given an assignment to attend the Video Conference - your homework, assigned by your teacher, will form the work to be submitted for this assignment. Your teacher will give you a timeline for submission of this work.
5. At the end of the lesson - disconnect as directed by the teacher
6. Await further Assignment / instructions for Video Conference by your teacher.

Guidelines for parents and guardians:

For learning

1. It is the responsibility of parents and guardians to ensure that students are supervised while they work online.
2. We encourage that you spot check work which students send to their teacher, ensuring it is appropriate
3. Continue to revise online safety measures with students.

For video assembly calls

1. Such assembly calls are conducted via your Child's Year Assembly Group - your child will use their GSuite log in to accompany you to the meeting.
2. Under no circumstances can unauthorised pictures or recordings be taken of video calls. The school may record lessons and or meetings for educational or informational purposes.
3. Ensure that the school has the correct email address for inviting you to join meetings. This can be managed via you details section of Compass MIS.
4. The main purpose of a video meeting is to maintain communication between the school staff and parents / students - as noted we will use our online platform Google Meet to meet parents. We may from time to time depending on accessibility needs use other platforms.
5. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
6. Please ensure that your child is on time for a scheduled video lesson, or they may be locked out. Similarly school assembly meetings will start on time and the administrators of the call may not be able to allow admission due to being involved in the business of the call.
7. Make sure you familiarise yourself and your child with the software in advance. For video in particular, it is important to know how to mute/unmute and turn the camera on/off. We advise you download Google Meet app if using a mobile device to attend assembly meetings.
8. Participants in the call should be dressed appropriately.
9. An appropriate artificial background/ blur effect should be chosen for the video call.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. The teacher / meeting manager will make a note of the breach.

General Rules - Students and Parents are reminded of the following in relation to remote learning activities

1. School rules still apply over the duration of any remote teaching event.
2. It is recommended that an appropriate space with minimal distractions is set aside where possible for remote learning work at home. This space should be under supervision by parents.
3. Parental supervision is an important aspect of effective remote learning activities

4. When joining classroom sessions everybody is instructed to join the video lesson with their microphone and camera feed muted
5. If someone wishes to contribute or to ask a question in a class they can do so at any time by using the chat function or raise hand feature.
6. If addressing the class as per request of a teacher or in a collaborative activity the normal respect for all members of the class should be remembered and exercised. The students camera should remain off and voice only should be used to communicate in recorded lessons.
7. It is important to listen to the lesson that is in progress and to not be distracted by your local environment. Earphones can be useful in this regard.
8. If an online learning lesson involves the use of your video camera it is expected that you are appropriately attired and the location that you join the meeting form is appropriate and that the background blur / backdrop function of Google meet is activated.
9. Lessons begin at home as they do in school - on time
10. Unauthorised pictures are recordings of the video call or lesson are not permitted.
11. From time to time a teacher may record a meeting or session for distribution as revision material or or to assist those who may not have immediate access to devices. The school may record lessons and or meetings for educational or informational purposes. This may include provision of recordings for students that cannot access live streams due to multiple demands on technology in a home setting (e.g. siblings in other years or classes) in such an instance it is recommended camera / video feeds should be turned off by participants

Permission Form

Please review the Presentation College Athenry ICT and Internet Acceptable Use Policy, sign and return this permission form to the relevant Year Head. Services will be activated on receipt of the completed form.

Name of Student: _____

Form Number: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of Information Communication Technologies (ICT) which includes Internet Access. I will use all ICT, including GSuite applications and remote learning measures as described in the AUP and in school instructional material, in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____   **Date:** _____

Parent / Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to use Information and Communication Technology, including GSuite applications and access the Internet.

- I understand that ICT use and Internet access is intended for educational purposes only.
- I consent for the collection of relevant data relating to the operation of GSuite and provision of ICT services in the school and at times of remote learning as described in the AUP and school instructional material.
- 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 students access unsuitable websites or for the actions of individuals.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork and/or image may be chosen for inclusion on the website, school social media or school promotional material. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website (copyright etc).

Signature: _____   **Date:** _____

PRINT NAME: _____