



**etbi**  
Education & Training  
Boards Ireland  
*Bord Oideachais &  
Oiliúna Éireann*

**Broadmeadow Community**

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**Roll Number: 20529J**

## **DIGITAL POLICY**

**BROADMEADOW COMMUNITY**

**NATIONAL SCHOOL**



**2022/2023**

**Principal: Miss J. Robinson**

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Digital Policy.

## **Digital Education & Acceptable Usage Policy for Broadmeadow CNS 2021/2022**

### **Rationale**

This policy has been drawn up in collaboration with staff and Board of Management of Broadmeadow CNS in order for children to avail of the use of digital learning tools to aid teaching and learning within the classroom in a safe, enjoyable manner while bearing in mind GDPR and child protection legislation and our own child protection policy. The policy was also written to outline what is deemed as acceptable usage for our staff who will have access to digital devices and tools for professional and school purposes.

### **Section A - Student Usage**

Digital learning can aid meaningful learning for children and may be a preferred learning style for some children. At Broadmeadow CNS we want to encourage use of technology as one of many teaching methodologies. Broadmeadow CNS has iPads for use within our classrooms as a learning aid and to document learning however it should be noted that if this policy is not adhered to by any student, the privilege of using iPads may be revoked and further actions and/or sanctions may be put in place if teacher/management deems necessary.

#### **Protecting your child**

In order to limit any harmful material your child may come across when using the internet, our iPads have the strong privacy settings enabled and our Wi-Fi acts to filter out any harmful material your child may come across when using the internet (please see - [www.pdsttechnologyineducation.ie/en/](http://www.pdsttechnologyineducation.ie/en/)).

- Children will also be taught about safe internet usage from junior infants onwards through curricular subjects e.g. SPHE.
- Our staff are required to provide complete supervision of any children using digital tools. The school management monitors the school's internet usage to ensure all within the school are working in line with this policy.
- Children will not be given private passwords or administrative accounts. Each child will be using digital tools that were logged in for student usage solely.
- All users will be encouraged to update their password once a month for security reasons.
- All users are encouraged to keep details private at all times.
- Each new academic year parents/guardians will be sent digital/acceptable usage form which states that upon signing your child agrees to the contents of this policy you agree for your child to have access to digital learning tools within the school environment and in line with this policy.
- Any websites or materials used by staff used to enhance learning in the classroom must first be previewed before showing any child/class. This is the responsibility of each individual staff member.
- All social media websites, instant messaging services and any other similar services are forbidden and our blocked on all school devices and on our school Wi-Fi network.
- Children are asked not to bring their own technology (regardless of the type of device) to school unless written permission has been sought and granted by Principal or Board of Management if required.

#### **Children's misuse of school digital tools**

Any action undertaken that is not in line with this policy is considered a breach and any/all appropriate actions will be taken in this event including written warnings, removal of privilege and suspension or expulsion. The school also reserves the right to report any and all illegal activities to the appropriate authorities.

This policy will work in line with our Code of Behaviour (See Policy)

## **Section B - Staff Usage**

All staff have access to a digital device for professional/school purposes and these devices are to be used solely for these purposes. The device remains property of the school. Staff are reminded that this access is a privilege and not a right and access can be removed at any point without prior warning. All staff are required to take care of all items and inform the school Principal of any issues with immediate effect.

### **Staff Responsibilities**

- Staff, for their own safety and their student's safety are required to read and become familiar with this policy. Any questions about this policy can be directed to management.
- Staff are prohibited from using a school device or Wi-Fi server for illegal activity or any activity that is not school related.
- Staff members should not share pictures of children or children's work online unless it is on the school website and the child's name is omitted. For pictures of children, staff are reminded to check the child has parental consent for his/her picture to be taken before taking the picture and before uploading it to the school website.
- Staff should not share sensitive information with others within the school or outside the school e.g. passwords, account details. These are specific and private to each individual staff member.
- Staff are held responsible for the device they have been provided with and any activity that happens on that device.
- Staff are advised to check any content they wish to show a student/class before it is shown.
- Staff must be vigilant when student(s) are working with digital devices and observe them at all times.
- When using digital devices with student(s) they are to be used for educational purposes only.

### **Mobile Phone/Other Devices**

- Mobile phones and other devices are permitted during school hours.
- Mobile phones and other devices are to be used ONLY during staff break times away from children.
- Mobile phones should not be kept on display and school holds no liability if they are lost or stolen.
- Personal devices should not be used within the education remit of the school day.

### **Staff misuse of schools digital tools**

Any action undertaken that is not in line with this policy is considered a breach and any/all appropriate actions will be taken in this event including (but is not limited to) warnings, removal of privilege and investigation. The school also reserves the right to report any and all illegal activities to the appropriate authorities.

### **Education Usage of Digital Devices**

The school integrated digital devices such as Bee-Boots and iPads into curricular areas, in particular English and Maths on a daily/weekly basis as a learning tool. iPads may also be used to document children's learning in school e.g. if a class was going on a nature hunt, the children may be permitted to take photos of their findings.

The school uses Seesaw for home/remote learning and also to assign homework tasks to the students. Each class teacher will upload homework on Seesaw each day/ each week to be completed by a designated time. The class teacher will also correct and respond to tasks completed on Seesaw via Seesaw. In the event that your child has a reduced timetable, an offer will be made for class work to be uploaded to Seesaw for your child to complete at home.

### **Suggested Apps for the Infant Classes**

**English**

Jolly Phonics

Hooked on Phonics

Touch and Write Phonics

Teach you Monster to Read

Montessori Crosswords

**Maths**

Coding for Juniors

Busy Maths

Splash Math - *Grade 1*

Counting Ants

Math Board