**Internet Acceptable Usage**

**and**

**Remote Learning**

**Policy**

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**Introduction**

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, 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.

Digital technologies offer teachers and pupils educational tools and resources which extend their learning environment. Our current digital resources include Classroom Laptops, A Laptop Trolley, Interactive White Boards and Projectors as well as Digital Cameras and a set of class iPads.

When used to support the aims, principles and objectives of the Primary School Curriculum, these digital tools have the potential to augment and transform classroom teaching and learning. This policy should also be read in conjunction with the school’s ‘Data Protection Policy’, Child Protection and Anti-Bullying policy available from the policy section of the school website (<https://www.scoilmhuiremilford.ie/policies/policies>).

**General Approach**

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Mhuire Milford. It also applies to all members of staff, volunteers, parents, guardians and others who access the internet in Scoil Mhuire.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Scoil Mhuire's Internet AUP, (and other associated policies ) will also deal with incidents that may take place outside of the school environment, but impact on the wellbeing of pupils and/or staff.. In such cases, the school will, where known, inform parents/guardians of the inappropriate online behaviour that has taken place out of school and impose the appropriate sanctions.

Scoil Mhuire implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
* Internet safety advice and support opportunities are provided to pupils in Scoil Mhuire through our engagement with organisations such as PDST Digital Technologies for Teaching, Learning and Assessment, Webwise and outside agencies specialising in this area.
* Teachers will be provided with continuing professional development  opportunities in the area of internet safety.
* Internet safety lessons and materials used will be sourced from DES approved content providers: <https://pdst.ie/staysafe> (Topic 2 Bullying including cyberbullying) and <https://www.webwise.ie/teachers/resources/>
* Scoil Mhuire participates in Safer Internet Day activities to promote safer and more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents.

This policy has been developed by a working group including: Principal, Deputy Principal, Digital Learning Coordinator, teachers, pupils, parents/guardians and representatives of the Board of Management.

The school will monitor the impact of the policy using:

* Logs of reported incidents will be recorded and reported to the Principal.
* Monitoring logs of internet activity (including sites visited).
* Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the class teacher and principal must be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal and post holder for digital learning.

Pupils and teachers may engage with the curriculum through digital technologies in many ways, for example:

* Using high quality educational digital resources and tools linked to curriculum content and skills. .
* Using word processing and digital creation tools which encourage the Draft-Edit-Publish approach to creative and functional writing.
* Engaging in internet research and ethical sourcing of images/ content in a wide range of curricular areas.
* Staff using digital projectors and interactive white boards can access, prepare and use a wide range of materials and resources which are visually appealing and stimulate whole class discussion.
* I.C.T. equipment such as ipads or digital cameras can also be used, under supervision for project work etc.
* The [School Website](https://www.scoilmhuiremilford.ie/) provides an opportunity for teachers and pupils to publish and share class activities and projects.
* The school [Facebook page](https://www.facebook.com/scoilmhuire.milford.1) also provides valuable communication for parents about current school news, initiatives and general announcements.
* ‘YouTube’ will only be allowed on teaching computers and access will be blocked or forbidden on pupil computers.

**Content Filtering**

The School’s Broadband Network is filtered by PDST Technology in Education and is set at filter level 3.This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

**Internet Research & Browsing including Downloading materials**

* Internet sessions will always be supervised by a teacher
* All internet usage will have an educational purpose. Search Engines sometimes provide too wide a focus leading to inappropriate sites.
* Downloading or uploading of non-approved software will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Pupils will report accidental accessing of inappropriate materials to class teachers.
* Pupils will acknowledge the source of their research.
* Pupils will never disclose or publicise personal information.
* Downloading materials or images not relevant to their studies is not allowed.
* 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 reasons.
* Time spent on special reward sites should be kept to a minimum.
* If an unacceptable site is accessed it should be reported immediately to the teacher.

**E mail and messaging**

* The use of personal email accounts for pupils is not allowed in Scoil Mhuire
* Classes that have a blog via Seesaw may allow pupils to comment. All comments will be moderated by the class teacher
* Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
* Pupils 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.
* The principal or teachers may be contacted by parents via the official school email address milfordns2016@gmail.com

**Social Media/Networking Applications.**

The following statements apply to the use of social media apps such as Snapchat, TIKtok, messaging, blogging and video streaming services in Scoil Mhuire by pupils:

* Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed.
* Use of video streaming sites such as YouTube and Vimeo etc. is only allowed by teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community

Staff and pupils must not discuss personal information about pupils, staff and other members of the school community on social media or WhatsApp groups.

Staff and pupils must not engage in activities involving social media which might bring the school into disrepute.

Staff and pupils must not represent their personal views as those of Scoil Mhuire on any social media platform.

**Mobile Phones or Personal Internet Enabled Devices**

Pupils must not have mobile phones or personal smart/internet enabled devices. Phones will be confiscated and left in the school office. A parent/guardian must collect the phone. No phones are allowed on school tours. In exceptional circumstances if a child requires their mobile phone after school a letter of permission needs to be sent to the school explaining this. The phone will be switched off and kept in the school office until 3.p.m

**School Website and Publication of Images/ Videos**

Photographs and videos may be taken in the context of learning activities and school events such as plays, sporting events etc.

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

* Written permission from parents or guardians will be obtained when the child joins the school before photographs of pupils are published on the school website. Each year, parents will be asked to confirm their consent via Aladdin.
* Our school website is <https://www.scoilmhuiremilford.ie/>
* Information relevant to the School Community is posted on the website on a regular basis.
* The school website is evolving all the time and we update it as much as possible. Children will be given the opportunity to publish projects, artwork, and school work on the school website, with parental permission (Appendix 1).
* **The publication of student work will be coordinated by the teacher and/or the Digital Learning coordinator/ Principal**.
* Children will continue to own the copyright on any works published.
* The copying of such content is prohibited without express written permission from the relevant child and his/her parent(s)/guardian(s). Upon request, permission for reproduction will only be granted when a Reproduction Permission Letter (Appendix 2) is returned to the relevant class teacher with both the child’s and a parent/guardian’s signatures on it.
* The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* Personal pupil information including home address and contact details will be omitted from school web pages. Pupils /staff names will not be used under captions to identify files on the website.
* During the school year, parents/guardians are requested not to share any photos of children other than their own, on their social media, without permission.  This includes photos which they may take themselves at school events, or photos shared by the school.
* Pupils' work will appear in an educational context web page with a copyright notice prohibiting the copy of such work without express written permission.
* Only agreed Policy Postings will be open to comment on the School Website.

**Cyber bullying**

* When using the internet pupils, 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 pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
* Measures are taken to ensure that staff and pupils are 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. This definition includes cyber-bullying even when it happens outside the school or at night.
* Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school’s anti-bullying policy and code of behaviour.
* The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.
* Parents should be aware of potential cyberbullying by monitoring their children’s online activities and usage of apps and online gaming behaviour.
* In Ireland, the [digital age of consent](https://www.rdj.ie/insights/the--digital-age-of-consent--in-ireland-will-be-16?__=0.463910146793) is 16 and this means that pupils below this age, should not have ‘social media accounts without explicit parental consent and monitoring e.g. snapchat, Facebook, ’ accounts. In the past it came to our attention that children attending our school were using their networked devices – phones, tablets, laptops and X boxes inappropriately at home. Their unsupervised actions caused distress for peers and impacted negatively on the school environment. This is a matter of grave concern to us. We urge all our parents/guardians to closely monitor the behaviour of your children when using any of these devices, to avoid inappropriate comments or negative interactions with others.

**Internet Safety Education**

Teachers monitor usage of internet activities and support pupils in becoming responsible digital citizens. Teachers provide internet safety lessons from DES approved content from Webwise.ie and the ‘Stay Safe Programme’. On occasion the community garda will visit to promote internet safety and responsible usage.

**At home or in the community** it is important that children are supervised when online. Primary school children should not have access to social networking sites. Ongoing education and awareness is necessary for us all in these challenging times.

Please encourage your children to be kinder to each other and to consider the feelings of others.

Practical and up to date advice for parents is available through the ‘[Parents’ section](https://www.webwise.ie/parents/) of [www.webwise.ie](http://www.webwise.ie). It provides advice regarding parental controls on devices and explainers on a range of pertinent issues relating to internet safety and digital citizenship. An excellent article regarding ‘Online Safety Advice for Parents’ is available from the following link: <https://www.webwise.ie/parents/covid19-online-safety-advice-for-parents/> Supplementary parental e-safety information is available for parents from <https://www.betterinternetforkids.eu/en-GB/practice/topics>

**Staff use of Digital Technologies and Devices.**

In October 2019 our computers were encrypted. Desktops and laptops have two secure passwords. Staff were also issued with the advice note below:

* If school laptops are brought home they should be stored in a secure location.
* Laptops are to be used by school personnel only.
* All desktops and laptops have encryption and passwords.
* Pupil information should only be stored on school encrypted devices.
* It is advised that USB memory keys are not used.
* Devices should be switched off fully every day.
* During school hours staff mobile phone use should be kept to a minimum but available for emergency contact.
* Staff should take good care of digital devices, enabling software updates and reporting any technical issues should be reported to the principal as soon as possible.
* Food or liquids are not allowed near school laptops/computers.
* Passwords and logins for school applications should never be shared with others and passwords should be robust i.e. including uppercase and lowercase and numeric characters. Any breach/compromise of passwords/data should be reported to the Principal/ Digital Learning Coordinator

**Scoil Mhuire Remote Learning Policy**

The purpose of this policy is to provide guidelines and information to students, their parents/guardians and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

This policy is also intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure or to support educational provision during regular school circumstances.

This policy should be read in conjunction with our

Child Safety Statement,

Anti-Bullying Policy,

Data Protection Policy and

Internet Acceptable Use Policy.

* **The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.**
* **All provisions relating to the child’s data remain the same under GDPR procedures and guidelines.**

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

Teachers may support their pupils via online platforms such as Seesaw, Google Classrooms and online conferencing Zoom, and may make contact with their parents/guardians via email. In all instances, parental/guardian consent is given either by ticking consent on app, by response to email, or by providing the teacher with phone details.

Sometimes parents/guardians will ask for teachers' support with regard to their child’s wellbeing or self-motivation, and teachers may get in touch with parent/guardian to facilitate same.

In the case of Zoom/Google Meet, parents/guardians are expected to remain in the room with the child, for the entire duration of the meeting. In all cases, the recording of any meetings by pupils is strictly prohibited.

The strategies apply to staff and pupils when using school resources, representing the school or wearing the school uniform.  These strategies are as follows:

**General**

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of the Principal, may use a range of online platforms including

* Seesaw, Google Classroom, Google Meet, Padlet and Aladdin as approved by the principal, to assist with distance teaching and learning.
* The school has signed up to the terms of service of the online platforms in use by the school.
* The school has enabled the most up to date security and privacy features which these online platforms provide.
* Staff members will adhere to school guidelines on the use of platforms for live engagement.
* Google Meet/Zoom calls will take place within the agreed parameters – for example, pupils cannot set up Google Meet calls.
* Parents/ guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms.
* Parents/guardians must agree to monitor their child’s participation in any such lessons and to be in the room with the child for any one-to-one meetings or classes.
* Children will be expected to follow school guidelines on online behaviour.
* In school, every effort is made to ensure child safety, with supervision at all times when using internet.
* Safe-Surfing settings, on school devices, will be used in order to minimise the risk of exposure to inappropriate materials.
* Pupils and teachers will be provided with training in the area of Internet safety and Digital Citizenship. During Covid 19 closures, parents/guardians will be directed to [www.webwise.ie](https://www.webwise.ie/parents/covid19-online-safety-advice-for-parents/) to access guidelines re: online safety.
* Uploading and downloading of non-approved software is not permitted.
* Anti-Virus software will be used and updated as necessary.
* Students and staff will observe good online etiquette at all times. They will not undertake any actions that may be considered disrespectful to members of the school community, or bring the school into disrepute.
* School staff have access to all files used on school computers, including materials sent and received by pupils via the school’s learning platform Seesaw.
* School devices may record details of what pupils have viewed on the Internet.  These records may be reviewed by school staff.
* In the case of laptops lent to families during Covid 19 school closures, an agreement will be signed by parent/guardian about its safekeeping and safeguarding of child for whom its use is intended.
* Families who require to borrow a school device for the duration of a school closure/ pupil can be facilitated by contacting the school.

**School Based Learning Platforms and Applications**

* Pupils, in consultation with their teachers, will be given the opportunity to publish their work through the school-led invitations via Seesaw App. The publication of student work will be coordinated by a teacher.
* Pupil’s work will appear in an educational context on school sites.
* Digital photographs, audio or video clips of individual students will not be published on the school sites. Instead these will focus on group activities. Individual pupils will not be identified by name.
* Pupil’s home address and contact details will be omitted from school publications
* Pupils will continue to own the copyright on any work published.

**Guidelines for good online communication in Scoil Mhuire**

Under no circumstances can pictures or recordings be taken of video conferencing calls.

* Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
* It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
* Staff members can communicate with pupils via Seesaw and their families via Aladdin or through an established app.
* Any electronic forms of communication will be for educational purposes and to allow for communication with families.
* Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom)
* Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
* For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian’s email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
* For security reasons, passwords will be provided to families, where applicable and families should have a clearly identifiable zoom user name.
* Scoil Mhuire cannot accept responsibility for the security of online platforms, in the event that they are hacked.
* Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

**Guidelines for staff members using online communication methods:**

* Under no circumstances can pictures or recordings be taken of video calls.
* When organising a video call the teacher must be the first and last person to log in and out of the call. The waiting room feature should be enabled and only recognised user names are to be admitted.
* Staff members will communicate with pupils and families during the hours of 9:30am - 3p.m., where possible.
* Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
* Staff members will seek to become familiar with apps before using them with pupils.
* Staff will check that consent has been given, before setting up a pupil profile for an online app.
* Staff members will report any concerns regarding online behaviour or interactions to school management.
* Staff are encouraged to generate a new meeting ID and password for each Video meeting being held.
* Staff members will notify parents/guardians of the date, time and password for a video call via email.
* Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.
* Staff will record attendance at zoom calls.

**Rules for pupils using online communication methods**

For submitting learning:

* Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
* Use kind and friendly words.

For video calls:

* Pictures or recordings of the video call are not allowed.
* Remember our school rules - they are still in place, even online.
* Set up your device in a quiet space, with no distractions in the background.
* Join the video with your microphone muted.
* Raise your hand before speaking, just like you would do in class.
* If you have the chance to talk, speak in your normal voice, using kind and friendly words.
* Show respect by listening to others while they are speaking.
* Ensure that you are dressed appropriately for the video call.
* Be on time - set a reminder if it helps.
* Enjoy! Don’t forget to wave hello to everyone when you join!

**Guidelines for parents and guardians:**

For learning online

* It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
* Check over the work which pupils send to their teacher, ensuring it is appropriate.
* Continue to revise online safety measures with pupils.

For video calls

* Under no circumstances can pictures or recordings be taken of video calls.
* Ensure that the school has the correct email address for inviting you to join apps and meetings.
* The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
* Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
* You will automatically enter a waiting room when the code for a call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
* Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the video call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
* 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.
* Participants in the call should be dressed appropriately.
* An appropriate background/room should be chosen for the video call.
* If your child cannot attend a zoom call, please inform us in advance by emailing the office milfordns2016@gmail.com.

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.

In this case, the child’s parent will receive a report on the incident.

**Legislation:**

There are a number of legislations that have relevance to Internet safety.  Copies of each of these Acts can be found online. All teachers, students and parents should familiarise themselves with these Acts. They are briefly described as follows:

* The Child Trafficking and Pornography Act 1998:
* Interception Act 1993: (The Interception of Postal Packets and Telecommunications Messages Regulation Act 1993).  This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.  Authorisations are subject to certain conditions. <http://www.irishstatutebook.ie/1993_10.html>
* Video Recordings Act 1989: The 1989 Video Recordings Act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer. <http://www.irishstatutebook.ie/ZZA22Y1989.html>
* [General Data Protection Regulation (GDPR)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02016R0679-20160504)
* [Data Protection Act 2018](http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html)This Act was passed in order to deal with privacy issues arising from the increasing amount of information kept on computer about individuals.

**Sanctions:**

* If any of the above conditions/rules are broken, it will result in a temporary or permanent ban on Internet and/or computer use.
* Additional disciplinary action may be taken in line with existing approved school practice.
* Serious incidents may involve suspension, expulsion as per our code of behaviour.

**Policy Review**

* Scoil Mhuire’s Acceptable Use policy will be reviewed regularly to ensure it is compliant with current legislation and school practice.  The review will be led by the leadership team in consultation with school management and staff, pupils and parents/guardians.

**Ratification and Communication**

* The Board of Management of Scoil Mhuire ratified this revised policy at its meeting on 09/12/2021.  A copy will be available on the school website.

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

 Chairperson

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

 Principal

**Acceptable Use/Distance Learning Policy**

**Appendix 1: Permission Form**

Dear Parent/Guardian,

Please review the school’s Internet Acceptable Use Policy/Distance Learning Policy on <https://www.scoilmhuiremilford.ie/> and sign and return this permission form to the class teacher.

**School Name: Scoil Mhuire Milford**

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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 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 students access unsuitable websites.

**I accept the above paragraph □ I do not accept the above paragraph □**

 *(Please tick as appropriate)*

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 students’ work on the school website.

**I accept the above paragraph □ I do not accept the above paragraph □**

 *(Please tick as appropriate)*

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

As the parent or legal guardian of the above student, I have read the Distance Learning Policy and grant permission for my son or daughter or the child in my care to access online platforms deemed suitable by the class teacher. I understand that access to these online platforms 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 students access inappropriate content in their own home.

**I accept the above paragraph □ I do not accept the above paragraph □**

 *(Please tick as appropriate)*

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

**Acceptable Use/Distance Learning Policy**

**Appendix 2: Reproduction Permission Letter**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Child’s name) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian’s name) give permission to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person(s) requesting permission) to reproduce work belonging to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the school website (www. scoilmhuiremilford.weebly.com).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date