Internet Acceptable Use Policy

School Name   Gaelscoil Thomáis Dáibhís
Address   Cnoc an tSamhraidh, Mala. Co. Chorcaí.
Telephone   022 42709
Email   oifig@gaelscoilthomaisdaibhis.ie
Website   http://www.gaelscoilthomaisdaibhis.ie

Date of Commencement   19/10/2020
Author   This policy has been agreed by Coiste
                       Teicneolaíochta na Gaelscoile on behalf of Foireann
                       na Gaelscoile. 04/22
                       Glactha ag an mBB 6/12/2022……..
                Nóta chuig tuistí faoi chead ainmnithe ó 9/10/23….13/10/23
                Permissions granted on Aladdin by 13/10/23

Contents

1.   Review

The original version of this AUP was created in February 2004 by the staff and the Board of Management of Gaelscoil Thomáis Dáibhís and it was reviewed and revised in November 2014.
This version of the AUP was created in October 2020.

2.   General

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.

The Gaelscoil will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher/ SNA.
- Filtering software from the PDSTInE is used (level 4) in order to minimize the risk of exposure to inappropriate material. See Content Filtering.
- Students, parents and teachers will be provided with training in the area of Internet safety. The implementation of our SPHE programme, Webwise and our bi-annual visit from a safety consultant support this.
- Uploading and downloading of documents/software will not be permitted without teacher approval.
- Virus protection software (set to update on a regular basis) will be used on devices that are used outside of the school premises.
- The use of personal portable memory devices (BYOD) in school requires a teacher's permission and supervision.
- Student's must use good n'etiquette (respect on the Internet) at all times and must not undertake any actions that may bring the school into disrepute.
- Students should copyright and acknowledge creators when using online content and resources.

Parents/ Guardians will be notified of misuse of the internet by a pupil. Sanctions may include 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.

3.   School Website

- Pupils will be given the opportunity to publish projects, artwork or school-work on the internet.
- The publication of student work will be coordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety, reputation or privacy of students or staff.
- Pupils will continue to own the copyright on any work published. The copying of such work is prohibited without obtaining written permission.
- Personal pupil information – full name / address will never be published on school web pages.
- Digital images, audio and /or video clips will not be published on the school website without parental/ guardian's written consent.
- Digital Images, audio and video clips will be appropriately named – the school will endeavour to avoid name tagging. Video clips will not be password protected.

4.   World Wide Web

- Pupils will use Internet sites for educational activities during class time. All websites will be vetted by the teacher.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- Pupils will never disclose or publicize personal information.
- 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 the classroom to their teacher and will turn off the monitor promptly.
- Pupils and staff will acknowledge and reference the source of content they use.
- Internet usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Content Filtering

Gaelscoil Thomáis Dáibhís 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.

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.

5.   Email and Messaging

- The use of student personal email accounts is only allowed at Gaelscoil Thomáis Dáibhís when permitted by teachers. Pupils should not under any circumstances share their personal e-mail account login details with other pupils.
- Pupils may use an approved class g-mail/ G suite email as permitted by their teacher.
- Sending and receiving attachments to emails is subject to permission from their teacher.
- Pupils will not reveal their own or other people's personal details, such as surnames, addresses or telephone numbers nor pictures.
- Pupils must never arrange a face-to-face meeting with someone they only know online.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- 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.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should be aware that email communications are monitored.
- Parental/Teacher communication should be professional and respectful at all times in the interests of developing positive relationships focused upon the holistic development of the child who is our primary concern.

6.   Social Media

Services such as Aladdin, YouTube, Seesaw, Class Dojo, Google, Facebook and Twitter are being used by the school to showcase student work and to communicate with parents. In a similar vein, we use What's App to communicate with other teachers and with ICT support personnel. We also use a Google form to report problems to our ICT support. All content that is placed on these services falls under this policy.

- Staff and pupils must not use social media and the internet to upset anyone especially other members of the Gaelscoil Thomáis Dáibhís community.

- Staff and pupils must not discuss personal information about pupils, staff and other members of the Gaelscoil Thomáis Dáibhís community on social media.

- Staff must not represent their personal views as being those of Gaelscoil Thomáis Dáibhís.

- Staff and pupils must not engage in activities involving social media which might bring Gaelscoil Thomáis Dáibhís into disrepute.

- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Social media will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

Visitors to the school must be vigilant when recording children in school. They must receive permission from the school before uploading such recordings.

Newspaper and media organisations are permitted to take photographs, audio and video of children for their respective organisations. However, if there are children who opted out from appearing in the media, they cannot be recorded and published.

7.   BYOD - Personal Devices

Pupils using their own technology – tablets, laptops, mobile phones in school for educational purposes should follow the rules set out in this agreement, in the same way as if they were using school equipment. A note written by the class teacher and signed by parents/ guardians is sufficient to begin this practice.

- Personal devices should be handed to the class teacher each morning. They may be collected at 2.25pm.
- Smart Watches: pupils are not permitted to have smart watches/technology on their person or in their possession. A smart watch is defined as a watch with the ability to make/receive calls, text messages, photographs and/or video content. A simple wrist watch or fitness trackers (that do not include any of the above technologies) are allowed.
- Pupils are only allowed to use personal internet-enabled devices as directed by the teacher/ SNA.
- The device should be fully charged before coming into school.
- Pupils are not allowed to use personal internet-enabled devices during social time.
- An adult will set up the device on school wifi.
- If a pupil is found to have an unauthorized device or is using a device at an inappropriate time, the device will be confiscated and kept until a parent / guardian collects the device from the Principal on the following day.
- Mobile phones are not allowed to be switched on inside the school grounds. They will be confiscated from any pupil who does not adhere to this rule. Confiscated phones can only be retrieved by a pupil's parent on the following day from the Principal.

Staff/ Visitor devices

- Staff are advised to not give out their phone number to pupils, parents/ guardians.
- Staff may use their school camera/personal device/ phone to record any school related work. A designated teacher will upload such recordings to Facebook/ YouTube/ website as required. **Duplicated from 'Social Media'**
- Visitors to the school must be vigilant when recording children in school. They must receive permission from the school before sharing/ uploading such recordings.
- Newspaper and media organisations are permitted to take photographs, audio and video of children for their respective organisations. However, if there are children who opted out from appearing in the media, they cannot be recorded and published.
- Visitors may use Guest wifi.
- Parents may not record conversations/ interactions with teachers or pupils without the expressed consent of teachers and /or guardians of pupils.

8.   Distance Learning:

Teachers in Gaelscoil Thomáis Dáibhís may choose to use a number of tools for classroom communication. Examples include Aladdin, Google Classroom, Zoom, Seesaw, What's App, ClassDojo and phone calls. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a link shared on Aladdin, Google Classroom, Zoom, Seesaw and Class Dojo.

Zoom calls

- All meetings will be password protected.
- All pupils will conduct themselves in a manner that would be expected in a regular class.
- A family member is expected to be close by when a pupil is engaging in a lesson/ meeting.
- Staff will not meet with any child alone during an online meeting. If there is a need for a meeting between a lone child and a staff member, another adult must be present at the meeting or the meeting should be recorded.

- Screen shots or recording of the normal Zoom meetings are not allowed.
- The staff member has the right to 'remove' any person from the lesson/ meeting if they are being disruptive or inappropriate.
- Children should follow teacher's instructions always.
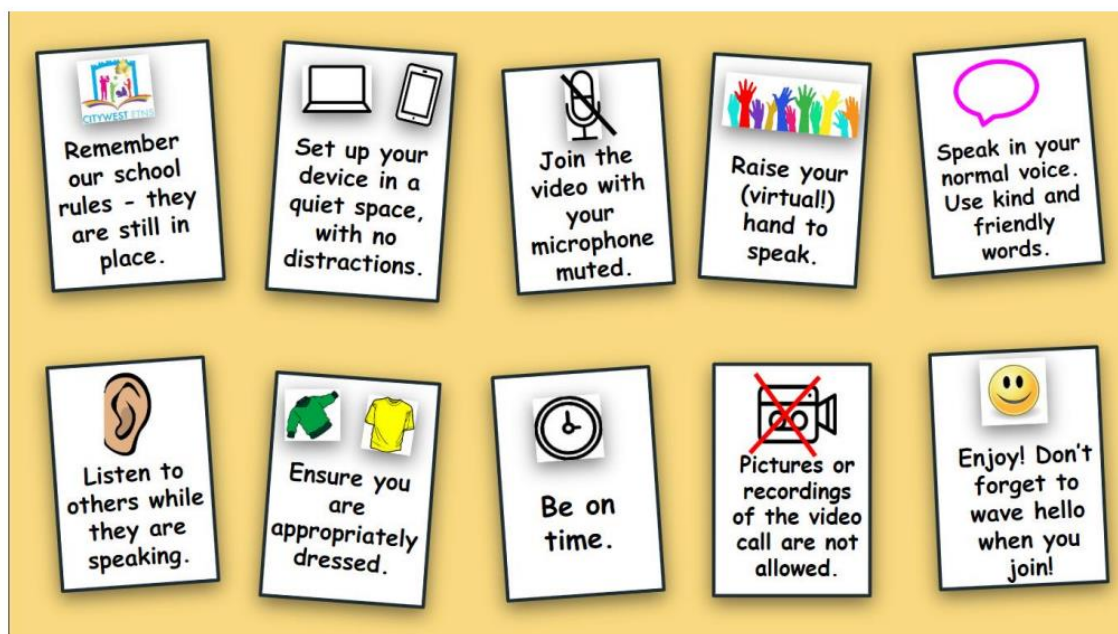
Seesaw guidelines

- For security reasons, passwords will be provided to families through QR codes or a 12-letter code.
- A parent/ guardian should supervise a child's work online.
- A parent or guardian should highlight online safety with their child/ children.

Guidelines for staff using What's app/ Phone

- Staff are advised to make their caller ID private when making calls to parents/ guardians.

9.   Netiquette

Netiquette is ' the rules of correct or polite behaviour among people using the Internet.'
- Students should always use the internet in a courteous and respectful manner. Treat others as you would like to be treated yourself. 'Think before you click.'
- Students should not post anything online that they wouldn't want parents, teachers or future schools/ colleges/employers to see. Once a post is online, it can be shared and spread in ways you never intended.
- Students should recognize that amongst the valuable content online, there is unverified, in-correct or inappropriate content. Therefore, students should use trusted sources when conducting research as advised by their teachers e.g. Kidrex/DuckDuckGo/GoGooligans/Kidtopia…..Use critical thinking skills to assess real and fake content.
- Pupils will not copy content into assignments and fail to acknowledge the source.
- The school will encourage students to create original content and to claim ownership of it.

10.   Cyberbullying

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 unacceptable with serious consequences and sanctions for those involved.

Parents, guardians and students should be aware of our Anti-Bullying Policy in relation to social media.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.
*However, in the context of this policy, **placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.***

Education

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. Nevertheless, they need to learn to recognise and avoid these risks – to become internet wise.
Resources that may be used to implement this programme include
1.   Webwise – http://www.webwise.ie/
2.   Safer Internet Day – www.betterinternetforkids.eu/
3.   Bi-annual visits from an Internet safety expert to all parents and to children from 2nd to 6th classes.

11.   Sanctions
Misuse of the Internet/ technology may result in disciplinary action including
● Withdrawal of access privileges
● Notification to parents
● Written warnings
● Suspension from school or school related activities
● or expulsion.

12.   Legislation
The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
Children First 2018
Data Protection (Amendment) Act 2003
Child Trafficking and Pornography Act 1998
Interception Act 1993
Video Recordings Act 1989
The Data Protection Act 1988

Daingníodh an polasaí ag cruinniú An Bhoird Bhainistíocht ar an ………………………………

Síniú: Cathaoirleach an Bhoird Bhainistíochta …………………………………………………………..

Permission form: Parents/Guardians Acceptable Use Policy – Appendix 1

Pupil's name:……………………………………..…….. Class:…………………………………….

Internet

I have read the Acceptable Use Policy and grant permission for my child to access the internet. I understand that Internet access is intended for educational purposes. I understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent/Guardian…………………………………………………………………………………………..

Photos/ Work samples on School Website/ School Facebook page/ Photos displayed in school – hard copy or digitally

I understand that my child's work or photo may be chosen for inclusion on the school website or Facebook/social media page. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work or photos of children on the school website/ Facebook/social media page and/or within the school digitally or as hard copy.

Parent/Guardian……………………………………………………………………………………………

Newspapers/Social Media permitted by class teacher e.g. Garda Facebook page/ Vale Star Facebook page.

I give my consent to photographers from newspapers to take photos of my child for publication in their newspaper or on their social media page.

Parent/Guardian…………………………………………………………………………………………….

Distance Learning - Naíonáin go dtí Rang 6

I give my consent for my child to engage with distance learning platform - Seesaw as approved by the school for school purposes. I understand that Distance Learning etiquette as per Acceptable Use Policy will be followed.

Parent/Guardian…………………………………………………………………………………………….

Distance Learning - Naíonáin go dtí Rang 6

I give my consent for my child to engage with distance learning platform - Zoom as approved by the school for school purposes. I understand that Distance Learning etiquette as per Acceptable Use Policy will be followed.

Parent/Guardian……………………………………………………………………………………………

Distance Learning - Rang 5 agus 6

I give my consent for my child to engage with distance learning platform - Google Workspace as approved by the school for school purposes. I understand that Distance Learning etiquette as per Acceptable Use Policy will be followed.

Parent/Guardian……………………………………………………………………………………………………….

Pupil Contract – Acceptable Use Policy - Appendix 2

I will

I recognize that the use of technology is a privilege and treat it as such.

I will follow the teacher's / SNA's instructions and use technology for educational activities only.

I will treat the school resources carefully and alert teachers if there is a problem.

I will be careful and protect my safety and the safety of others.

I will be respectful and responsible on-line/ on technology and I will not bring myself, my class or my school into disrepute.

I will not

Use technologies in a way that could be harmful to myself or others.

Engage in cyber-bullying, harassment or disrespectful conduct towards others.

Attempt to access sites, servers accounts or content that isn't intended for my use.

Try to find ways to change the school's safety measures and filtering tools.

Plagiarize content (copy, use as my own, without citing the original creator) I find online.

Post personally identifying information about myself or others or agree to meet in person, someone I've met only online.

Use language online/ on technology that would be unacceptable in class.

I recognize that this list isn't exhaustive and that I should use good judgement when using school technologies.

Bring Your Own Device

I understand that

The device must be shut down on entering the school premises. We recommend that parents ensure that the device is shut down when children are using school transport to travel to and from school.

I must hand up my device to the teacher on entering class in the morning and that I can collect same from the teacher at 2.25pm.

The device can only be switched on with permission from the teacher and can only be used for educational purposes.

If I do not follow the teacher's instructions or use my device in the correct manner, my device will be confiscated and must be collected from the Principal on the following day by one of my parents/guardians.
Misuse of BYOD will result in withdrawal of access to school internet for a period of time up to and including one year.

Distance Learning : Zoom/ Seesaw/ Google

I understand that

Appropriate classroom behaviour is expected within the virtual classroom.

I will stay seated and present unless given an instruction to do otherwise by the teacher.

I will not use another device/ phone/ chat feature unless invited to do so by my teacher.

I should join the classroom from a quiet area in the house.

I will advise my parents/ guardians that I have a virtual lesson online.

I will switch on and off my microphone as required by the teacher.

I will be present visually at the lesson and allow the camera to video me.

Recording, taking photos or screenshots of virtual meetings is not allowed.

I have read and understand this Internet contract.

I understand that I need to use Internet devices in an appropriate manner. If I do not, I will be banned from

using same for a period of time up to 1 year.

Pupil's signature:……………………………………………………………………………………………........

Parent's/Guardian's signature:……………………………………………………………………………..

Date: ………………………………………………………………………………………………….

Appendix 3

Gaelscoil Thomáis Dáibhís, Mala.

Dear Parents:

I am delighted to share with you that this school year our class will be using Seesaw (http://seesaw.me), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: https://web.seesaw.me/privacy.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

_____

Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Ag fáil cead ó thuismitheoirí do Google Workspace for Education.

Appendix 4

To parents and guardians,

At Gaelscoil Thomáis Dáibhís, we aim to use Google Workspace for Education for Ranganna 5 agus 6, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom. At Gaelscoil Thomáis Dáibhís, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

We will be using the gmail to log into the student's Google workspace account but not as an email account.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Note that students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for Gaelscoil Thomáis Dáibhís to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Go raibh maith agat.

_____

Full name of student

_____
Printed name of parent/guardian   _____ Signature of
parent/guardian   Date

Appendix 4

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail ………………………………..used as a log in only in Gaelscoil Thomáis Dáibhís,
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [Gaelscoil Thomáis Dáibhís] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery (this will be an admin teacher's phone number).

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information

includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Gaelscoil Thomáis Dáibhís, If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Gaelscoil Thomáis Dáibhís. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).

Appendix 5

Permission from parent/ Guardian to use Zoom for learning and teaching purposes.

Tógtha ó https://www.zoom.com/en/industry/education/resources/parent-student-guide/
After you have read this, you can sign to give permission for your child to use Zoom for teaching and learning purposes.

If you're a parent supporting a young learner, or a student looking to succeed in your digital classroom, read on for tips and guidance on how to get started with Zoom.

Getting started

No matter how far you are from the classroom, you can still learn and thrive using Zoom to connect with teachers and friends. Setting up Zoom takes a few minutes, and you will be able to access your class sessions after you follow these quick steps.

K-12, primary, and secondary school students

You will use your school email address to join Zoom classes under a process known as external authentication. Follow these steps to join a Zoom meeting using external authentication.

1. Click on the Zoom meeting link that was provided by your school. You may see a message like this: Click "Sign in to join."

2. A web browser will open, prompting you to sign in with your school login credentials.

3. You will be placed into the Waiting Room or join the class session, without having to log into a Zoom account.

Download Zoom

Take full advantage of Zoom by downloading the Zoom desktop app. You can join meetings from the app without having a Zoom account.

1. Visit our download center to download the latest version of the Zoom desktop client for your operating system.

2. After the application has been installed, you can start joining meetings.

Zoom for Chromebook

If you're using a Chromebook for class, download Zoom's progressive web application (PWA) for Chrome OS to improve your experience.

1. To download the Zoom PWA, follow these steps:

    1. Visit the Zoom for Chrome PWA app page, or go to the Google Play store and search "Zoom PWA."

    2. Click "Install."

    3. Once the app has downloaded, you can join a meeting.

2. Zoom PWA offers many of the same features as Zoom on your desktop or mobile device, including:

    1. Customizable Gallery View

    2. Live transcription

    3. Raised hand and meeting reactions

Joining a meeting

There are many ways to join Zoom class sessions, including your school's LMS, Zoom desktop client, Zoom web portal, email, or your calendar. Regardless of how you join, we want to make it easy, so follow the simple steps below.

LMS

Blackboard

1. Go to your class on Blackboard.

2. Select "Tools."

3. Click "Zoom."

4. From the list of all upcoming meetings, click "Join" to be placed into the desired meeting.

Canvas

1. On the left hand navigation menu, click "Courses."

2. Click "Zoom meetings."

3. Select "Upcoming meetings."

4. Find the desired meeting and click "Join" to enter the meeting.

Clever

1. Log in to the Clever portal.

2. Click on your teacher page.

3. Click on the Zoom icon, and you will be placed into your virtual meeting.

Moodle

1. Go to your Moodle course and click "Zoom meetings."

   - Note: Your school may have named this button differently.

2. Under "Upcoming meetings," locate your meeting and click "Join."

Schoology

1. Open the Schoology course and click the class Zoom link.

2. The upcoming meetings for that course will show. Click "Join" to enter the meeting.

Email

1. If a Zoom meeting invite was sent to your email, click the meeting link to join the session.

2. The Zoom meeting will open and you will be placed into the meeting.

Calendar invite

1. If a calendar invite was sent via email, you can open up your email's calendar and click the meeting link.

2. Zoom will launch the meeting.

Web portal

1. Go to zoom.us.

2. Click "Join a meeting" in the top menu bar.

3. Enter the meeting ID or personal link name.

4. Click "Join."

5. You will be placed into the meeting.

Using Zoom's feature in class

Even if you've used Zoom for video calling, you might not be familiar with all the features available for learning and collaboration! Get to know these features you may be using in your class sessions.

Annotation tools

If your teacher has enabled annotation, you can draw, type, or stamp on a shared screen or whiteboard as part of the lesson. Click View Options at the top of the screen, then choose Annotate, which will open up the toolbar. Follow your teacher's directions for using the annotation tools with the lesson.

Breakout Rooms

Breakout Rooms are a fun way to meet in smaller groups separate from the main Zoom session. Sometimes, you may be assigned to join a specific Breakout Room, and other times, you may be able to select which Breakout Room to join. If your teacher allows you to self-select a room, click the Breakout Rooms icon at the bottom of your screen and select from a list of open rooms. Your teacher may send directions to your room or enter the room at any time to check on your group.

In-meeting chat

Follow your teacher's directions when using the in-meeting chat panel. Your teacher may ask you to type questions or share ideas in the chat, or you may be able to send a message directly to the teacher if you need to share something private. Remember to be respectful of your classmates while chatting, and follow any classroom rules!

Nonverbal feedback

Click the Reactions icon at the bottom of your screen to use [nonverbal feedback](#), which will allow you to communicate with your teacher without disrupting the class. You can raise your hand, indicate "yes" or "no" by using the checkmark or X icon, and even ask your teacher to speed up or slow down their lesson using the forward or back arrows.

 Nonverbal feedback is persistent, meaning the icon will appear on your video until your teacher clears it. If you selected an icon by accident and want to remove it, simply select it again.

Polling

Your teacher may use [polls](#) for virtual pop quizzes, trivia games, status checks, and other interactive lessons. When a poll is launched, it will pop up in a separate window from the Zoom session — all you need to do is select your responses. Your teacher will be able to see the individual responses of everyone in the class.

Reactions

If Reactions are enabled in your classroom, you can use them to express yourself without saying a word! Choose an emoji [reaction](#) to pop up on your video panel to show your excitement, cheer on a classmate, or show love for a topic. You can even choose your reaction skin tone.

Screen sharing

Your teacher may allow you to [share your screen](#) as part of the lesson. All you have to do is click the Share Screen icon in your meeting controls, then choose to share a specific window or your entire desktop (your teacher may have specific instructions for what they want you to share with the class). Note that your teacher can enable or disable screen sharing during a class, so you may not always have this option available, or you may have to request permission.

Virtual backgrounds

[Virtual backgrounds](#) can be used for fun, but they might also help you feel more comfortable turning on your camera by masking your real background. Your school may have branded backgrounds with their logo, mascot, and colors, or your teacher might ask you to choose a themed background based on the lesson. To change your virtual background, just click the arrow next to your Start/Stop Video icon at the bottom of the screen and select Choose Virtual Background.

Accessibility

You can take advantage of Zoom's [accessibility](#) features to meet your individual needs and make the most out of every Zoom session. Here's how we make Zoom accessible for students with different needs:

Keyboard accessibility

Use [keyboard shortcuts](#) to easily navigate our features with just your keyboard.

Screen reader support

We follow the latest accessibility standards to help make Zoom accessible to the latest screen readers. You can also use [screen reader alerts](#) to play custom notifications for specific actions.

Closed captioning and live transcription

Zoom's [Live Transcription](#) feature automatically provides captions, or schools can use a third-party closed captioning service. You can also anonymously request to enable Live Transcription in a class or meeting.

Multi-pinning

Use multi-pinning to customize your view — this allows you to pin an instructor and sign language interpreter, for example.

Parent tips for supporting students

You want your student to have the best educational experience possible, whether they're learning in an in-person, remote, or hybrid environment. Here are a few ways you can help set up your student for learning successfully with Zoom.

Check your internet

If you have internet at home, here are a few ways you can help improve your connection so your student can access Zoom.

- Have your student set up their device near the WiFi router or access point, if possible.
- If your WiFi connection is poor, connect to your router using an ethernet cable.
- If the video keeps freezing, your student can turn the camera off to improve quality.
- Watch this video for more tips on how to improve your WiFi at home.

Set up a learning space

If possible, help your student set up a learning space where they will join their Zoom class every day. This can be in their room, in the kitchen, living room, or anywhere else in the house.

- Try to find a quiet place without distractions like TV or lots of people coming and going.
- If your student is sitting in a noisy environment, help them turn on the Suppress background noise feature in Audio Settings.
- Look for a well-lit area, or use a lamp set behind your student's computer to light their face. If needed, you can help them use the Adjust for low light feature in Video Settings.
- Try to have your student use a table and chair, instead of sitting or lying on the floor or in bed.
- Be mindful of your student's background environment. Help them set up with a solid wall behind them, or they can use a virtual background if it's permitted by their school.

Check out our blog from the International Society for Technology in Education (ISTE) for more tips on how to support your student with virtual learning.

Privacy for students

Zoom is committed to safeguarding the privacy and security of our users' data, including the data of K-12 students.

Our Children's Educational Privacy Statement describes the personal data we collect, use or disclose from students under the age of 18 when they receive educational services through Zoom's product.

We are compliant with the US Children's Online Privacy Protection Act (COPPA). We also support compliance of our US customers in the K-12 and postsecondary education sectors with the Family Educational Rights and Privacy Act (FERPA).

Security features for the virtual classroom

Zoom comes with numerous security features designed to manage virtual classrooms, prevent disruption, and help educators effectively teach remotely.

To learn more about Zoom's security features, please see our list of tips and tools to prevent and respond to meeting disruptions.

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, you child may need to use other software to complete assignments or collaborate with peers or they may not be able to engage with such learning opportunities.

I give permission for Gaelscoil Thomáis Dáibhís to use Zoom as a learning platform for my child.

_____ _____

Full name of student   Full name of parent/ guardian

_____ _____

Signature of student   Signature of parent/guardian

Date _____