

ACCEPTABLE USE OF INTERNET POLICY

Aims

The aim of this Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Children will only have access to the internet under direct teacher supervision.
- Students and teachers will be provided with training in the area of Internet safety. Parents can access advice on safe internet usage by visiting www.webwise.ie/.
- Internet Safety tips will be clearly displayed on school noticeboards.
- Web wise lessons will be taught from 1st to 6th class, this will be outlined within the individual teachers planning.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis
- The use of personal, memory sticks, CD-ROMs, or other digital storage media in school is not permitted.
- The school respects the privacy of all members of the school community and as a consequence of this we do not allow the use of personal devices on the school grounds or for any school activity. Please see Mobile Phone Use policy.
- The school asks that parents do not post photos of school events on any form of social media. Parents will be reminded of this at school events during the year.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Our filtering system makes this almost impossible.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- 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 be made aware that the legal age for social media is 13.
- Students are not permitted to access social media in any form.

Email

- Students will use approved class email accounts & Office 365 accounts under supervision by or permission from a teacher. These email accounts will be used within the Office 365 network and are for school purposes only. Students will not be permitted to use these accounts for personal correspondences.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not reveal their own or other people's personal details, such as addresses, email addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Appropriate usernames/nicknames will be used from September 2015 to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Surface Tablets

- Children are permitted to access their own accounts on the surface only.
- Children are not permitted to access social media through their devices.
- Family Safety settings have been set up on each device and are restricted for users, some content is age appropriate. (See Appendix 1 for set up of surfaces).
- Children from 3rd to 6th class must complete the Acceptable Use of the Tablets form (see Appendix 2) and review the rules and guidelines annually with their class teacher.
- Teachers must record any incidents regarding the use of the surface tablets in the red log book.

School Website/Blog/Mobile App

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website, blog and/or mobile app.
- The website and blog will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on blog pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Pupils will use appropriate nicknames when posting on the blog. Nicknames will be decided for each class in September.
- Personal pupil information including home address and contact details will be omitted from school web pages. The school will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.
- Pupils will be encouraged to comment on blog posts in a respectful manner. Any posts or comments will be subject to approval by staff as blog administrator.

Legislation: Teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

Misuse of the Internet, email, school website or blogs will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratification and Implementation:

This policy was discussed and ratified by the Board of Management and will be communicated to the school community with immediate effect.

Review:

The policy will be reviewed at the end of each school year.

Signed _____

Chairperson, Board of Management

Date: _____