

The aim of this Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of the use are accepted and understood.

This version of the AUP was created on May 2017 by the staff of Scoil Chiaráin Naofa.

### **Schools' Strategy**

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**

- Internet sessions will always be supervised by a teacher and will be used for educational purposes only.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet Safety.
- 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students will be educated in safe responsible use of Internet.
- Parents and students will sign a declaration agreeing to undertake responsible Internet use – attached appendix.

## **Internet Acceptable Usage Policy**

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Chiaráin Naofa will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

### **Pupil Access to the Internet**

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for from 2<sup>nd</sup> – 6<sup>th</sup> class and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only
3. Internet sessions will always be supervised by a teacher
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
5. Filtering software will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor pupils' internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Teachers will be made aware of internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis
12. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission
13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **World Wide Web**

1. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
3. Students will use the Internet for educational purposes only.
4. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
5. Students will never disclose or publicise personal information.
6. Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
7. 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.

### **Email**

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.
8. Students will note that sending and receiving email attachments is subject to permission from teacher.
9. Usernames will be used to avoid disclosure of identity.

### **Internet Chat**

Students are not permitted to use internet chat rooms.

### **School Website**

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such

7. Permission to publish a student's work will be sought from pupils/parents/guardians. This permission may be withdrawn at any time
8. Pupils will continue to own the copyright on any work published.
9. Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
10. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
11. Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?
12. The publication of student work will be co-ordinated by a teacher.

### **Education and Internet Awareness**

[Insert School Name] will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- SAFT Internet Safety Awareness Education Programme and exemplars

### **Filtering**

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. [Insert School Name] also uses additional filtering software on all our machines, which, while not foolproof, thus filtering pupils' access to the internet further. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At [Insert School Name], we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. [Insert School Name] has installed firewall software.

### **Laptops**

Every site that is accessed within the school network or by a school machine is monitored and reports of all access are sent to the management team on a weekly basis. Each laptop has a number and the children of each class will be designated a specific laptop.

Teachers check computer logs of all information accessed by pupils. An audit of internet usage may be run at any time.

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

**Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the un authorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.

**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:

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

**Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

**Sanctions**

Misuse of the Internet may result in disciplinary action, including written 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.

**Sanctions**

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Secretary/Principal

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

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

Date of next review: \_\_\_\_\_

## Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

**Signed:** \_\_\_\_\_ Pupil(s)

**Signed:** \_\_\_\_\_ Parent/Guardian

**Date:** \_\_\_\_\_

### Internet Permission Form

Name of Pupil(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for

\_\_\_\_\_ (name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_

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### School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

**Signature:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parents/Legal Guardians

**Date:** \_\_\_\_\_

This Policy has been ratified by B.O.M on June 1<sup>st</sup> 2018