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## Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions (as outlined in this AUP) will be imposed.

The post holder with responsibility for ICT is responsible for ensuring that this policy is reviewed annually and updated as necessary.

Before signing the permission slip attached, this AUP should be read carefully by parents/guardians to ensure that the conditions of use are accepted and understood.

This version of the AUP was created by the ICT team in April 2010 and ratified by the Board of Management in September 2010.

### School's Strategy:

This policy has been drawn up in order to protect the children from the risks associated with the internet **while they are at school**. Parents and Guardians are advised however that while the children may be given internet based homework assignments from time to time, the school take no responsibility for the internet usage of the students while they are outside school. It is important that all parents and guardians monitor their own child's internet usage at home and ensure that their children are aware and respectful of the risks involved.

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet while they are school. These strategies are as follows:

#### General:

- All children must return a signed permission slip to their class teacher every academic year before being allowed access to the internet from school.
- Children will be taught about safe internet usage and issues surrounding copyright at the beginning of each academic year **before** accessing the internet in school. Internet safety posters will also be provided for teachers to display in classrooms.
- Students, parents and staff are advised to visit [www.webwise.ie](http://www.webwise.ie) for information on the safe usage of the internet.
- The school's filtering system will be used in order to minimise the risk of exposure to inappropriate material in school.
- It is the classroom teachers' responsibility to make arrangements for the monitoring of the children's internet usage in school.

- Teachers using interactive whiteboards and projectors must be particularly vigilant and must preview the material being presented in order to ensure that it is age appropriate and adheres to the conditions of this AUP.
- Students should **never** attempt to upload or download software, music or videos without the prior permission of a staff member.
- The use of any form of removal storage (such as memory sticks, CD-ROMs etc.) can only be used with the permission of a staff member.
- Students will observe good 'netiquette' (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute. *Good netiquette* will be demonstrated to the children through activities on [www.webwise.ie](http://www.webwise.ie)

### Email:

- Students will use approved class email accounts under the supervision of or with permission from a teacher.
- Students should never use their own personal e-mail addresses to send e-mails from school.
- Students will not send or receive any material that is illegal, obscene or defamatory, or material that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers.
- Photographs of individual children will never be sent by e-mail. Photographs of students involved in group activities will only be sent with the permission of the teacher.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- If students have any concerns about the content of any e-mail they receive at school, they should inform a member of staff immediately.

### Internet chat and forums:

- Students will only have access to chat rooms, discussion forums or other electronic communication forums 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.
- Usernames/nicknames will be used to avoid disclosure of identity.
- Face-to-face meetings with persons organised on the internet will be forbidden, unless it is as part of a school project (i.e. Dissolving Boundaries).

### World Wide Web:

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purposes only.
- Students will be taught about copyright issues relating to online learning. Students who copy information or images from the Web into their assignments will acknowledge the source.
- 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.

### School Website and Blog:

- Pupils will be given the opportunity to upload projects, artwork or school work on the school's website or blog.
- All children have permission to upload their own work onto the blog. This must then be approved by a staff member before it is "published."
- Teachers are responsible for approving blog content. In addition an Administrator will check the blog regularly to ensure that content is appropriate and that it does not compromise the safety of pupils or staff.
- There is a Post-Holder with responsibility for the website in the school. This person is in charge of publishing work on the school website and blog.
- Digital photographs or video clips of individual students will not be published on the school website. Instead photographs and video clips will focus on **group** activities.
- Where a photograph, audio or video clip of a child is published, the children's names will be not be used
- Surnames will never be used on the blog or website. The second initial may be used however in cases where there are two people with the same first name.
- Photographs and video clips should not show children wearing name badges.
- Personal pupil information including home address and contact details will never be published on the school website and blog.
- Details of school outings will never be published on the school website or blog prior to the outing.
- Pupils will continue to own the copyright on any work published.
- Students who copy content from the Web onto the school website or blog must ensure they are permitted to use this content and should acknowledge the source.
- All students, parents and staff are directed to the *DPETNS Blog Usage Guidelines* (<http://dpetns.scoilnet.ie/blog/blog-usage/>)

### Personal Devices:

- Students may only bring in their own personal computers to school with the permission of their teacher. Students may **never** connect their personal computers to the school's network.
- Students must adhere to the mobile phone policy in place in the school.

### Legislation:

- Students, parents and staff are directed to the following legislation with which they should familiarise themselves:
  - Data Protection (Amendment) Act 2003
  - Child Trafficking and Pornography Act 1998
  - Interception Act 1993
  - Video Recordings Act 1989
  - Data Protection Act 1998

### 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.

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I/We grant permission for our child to be allowed access to the internet in school. We are satisfied that our child is aware of the dangers and the benefits associated with the internet and we are aware that there is an Acceptable Use Policy in place in the school.

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_