

Seoil Ghormáin Naofa

Castletown, Gorey, Co. Wexford.

Chairperson BOM:

Joe O'Shaughnessy

Acceptable Use Policy

School Principal:

Lisa Dempsey

Aim:

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 use are accepted and understood.

This version of the AUP was created in April 2016.

School's 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.
- 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 USB 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.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- 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.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 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

- Students may use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or 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 or pictures.
- 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.

School Website

- The parents of each child in Scoil Ghormáin Naofa will sign a consent form if they wish to allow their child's photograph and school work to appear on the school website.
- 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
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be

- checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
 - Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
 - The school will endeavour 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.
 - Personal pupil information including home address and contact details will be omitted from school web pages.
 - The school website will avoid publishing the first name and last name together 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.

Personal Devices

- It should be noted that the bringing of personal devices to school is not encouraged or considered good practice unless coordinated by the school as a fundraiser activity.
- However should children require use of their mobile phone before or after the school day, written consent must be received from their parents.
- Children will power their mobile phone off from 8.50 a.m. upon entering school grounds and not be powered on until they leave the school premises after 2.40 p.m.
- No child has permission to use their mobile phone during the school day. Should children or parents need to contact their family members they can do so by using the school phone.

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

- Interception Act 1993
- 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.

Implementation Date

The ICT Acceptable Use Policy was presented to the Board of Management for approval and adoption in June 2016, towards implementation from Sep 2016.

Ratification & Communication

The BOM officially ratified this policy in June 2016.
All parents will be able to access this policy via the office following ratification and thereafter prior to enrolment.

Review

This policy will be reviewed in 2018/19.

Signed: _____
Chairperson BOM

Signed: _____

Principal

Date: _____

Date: _____

Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name _____

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 pupils 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 children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

