

Saint Clare's National School



Acceptable Use Policy

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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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly. Before signing, the pupil internet agreement should be read carefully to ensure that the conditions of use are accepted and understood.

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

- 1 Internet sessions will always be supervised by a teacher.
- 2 Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- 3 Students will be provided with training in the area of Internet safety.
- 4 Uploading and downloading of non-approved software will not be permitted.
- 5 Virus protection software will be used and updated on a regular basis.
- 6 The use of personal memory sticks, CD-ROMs, or other digital storage media in school is not permitted.
- 7 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

- 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 usage during school hours:

- 1 Students will use approved class email accounts under supervision by or permission from a teacher.
- 2 Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- 3 Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- 4 Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- 5 Students will note that sending and receiving email attachments is subject to permission from their teacher.

School Website:

1. Pupils will be given the opportunity to publish projects, artwork or school work on the world wide web in accordance with approval processes regarding the content that can be loaded to the school's website
2. Each class blog and noticeboard will be regularly checked by class teachers to ensure that there is no content that compromises the safety of pupils or staff.
3. The publication of student work will be co-ordinated by a teacher.
4. 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.
5. 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.
6. Personal pupil information including home address and contact details will be

omitted from school web pages.

7. The school website will not publish a child's name and photograph together.
8. Pupils will continue to own the copyright on any work published.

iPads

1. Students should never leave their iPad unattended when in use
2. Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
3. Students require permission before sending any form of electronic message.
4. Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
5. The camera and audio recording functions may only be used under the teachers' direction.
6. Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
7. In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
8. iPads must be handled with care at all times.
9. Any damage to the device must be reported immediately to the teacher.

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 unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Mobile phones may be brought to school under exceptional circumstances and with the permission of the teacher/principal (must be off during school) and sent to the secretary's office

Whole Class Internet Sessions/Browsing:

1. The use of blogs, social networking sites, instant messaging and/or chat rooms may be used on a whole class basis at the teacher's discretion. This will be done on the interactive whiteboard and will be for educational purposes only.
2. INTERNET CHAT: Usernames will be used to avoid disclosure of identity.

3. Face-to-face meetings with someone organised via Internet chat in school will be forbidden.
4. At times, teachers may wish to use images to inform teaching. If carrying out an image search using a search engine e.g. Google™ images, teachers will ensure that their interactive whiteboards are set to 'no show'. This will ensure that the students are not exposed to any inappropriate results. The teacher may then deselect the 'no show' button, when he/she has found an appropriate image to inform his/her teaching.
5. YouTube™ is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube™, teachers must ensure that their interactive whiteboards are set to 'no show' and that the audio is switched off/muted. This will ensure that the students are not exposed to any inappropriate results/advertisements. The teacher may then deselect the 'no show' button and switch on/unmute the audio, when he/she has found an appropriate video to inform his/her teaching or for recreational purposes.
6. Teachers will have previewed fully any video segment in advance of showing it to the whole class.

Legislation

Information is available through the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- 1 Data Protection (Amendment) Act 2003
- 2 <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- 3 The Data Protection Act 1988
<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- 4 Freedom of Information Act 1997
- 5 Safety, Health & Welfare at work Act (Regulations) 2001
- 6 Childcare Act 1991
- 7 Children Act 2001
- 8 Child Trafficking and Pornography Act 1998
- 9 Interception Act 1993
- 10 Video Recordings Act 1989

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. Websites offering support and advice in the area of internet safety are listed below

- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://www.makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org>
- Think Before You Click - www.thinkb4uclick.ie
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

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.

This policy was ratified by the BoM on _____.

It will be reviewed annually and when needed, but no later than 2018.

Signed: _____

Date: _____

Implementation:

The policy has been implemented since _____.

Appendix 1

Sample Letter to Parents

Insert Date

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

Principal

Appendix 2

Permission Form

Please review the attached school Internet Agreement, sign and return this permission form to the secretary's office

Pupil Internet Agreement

This is to be read through with your parent(s) and then signed. You will be allowed Internet Access after this is returned to school.

- At any stage, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved.
- Pupils must ask permission before accessing the Internet
- Pupils should not access other people's files unless permission has been given
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise
- No program files may be downloaded to the computer from the Internet
- No programs on disc or CD ROM should be brought in from home for use in school
- Personal printing is not allowed on our network for cost reasons
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Name of Pupil: _____

Class _____

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:** _____

Name of Pupil: _____

Class _____

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

Signature: _____

Date: _____

Address: _____
