

## Internet **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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the Schools Development Planning Committee and the ICT Department will revise the AUP annually.

This version of the AUP was created in May 2010 by Aoife Halligan in consultation with the SDP committee and IT Department.

### School's Strategy

Our 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. No unsupervised access to either computer room is permitted.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Our school will regularly monitor pupils' Internet usage history.
- Students and teachers will be provided with information/training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media for school work requires the teacher's permission.
- Uploading and downloading music, movies, pictures, games or non approved software is not permitted.
- Students will treat others with respect at all times, they will use network equity 'netiquette' and will not undertake any actions that may bring the school into disrepute.

## **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.
- Students will pupils 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.
- Copying/Printing/Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students are not permitted to print directly from the Internet, instead they will copy and paste the information into a text editing application.
- 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 will 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.

## **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication for a 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 will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with our schools policies and approval processes regarding the content that can be loaded to the school's website.
- 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.

- Our website is monitored to ensure no content that compromises the safety of pupils or staff.
- Our school will use digital photographs, audio and 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.
- Our school website will seek parent/guardian permission to include student photographs on our school website.
- Our 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**

Students 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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

### **Legislation**

Our school website provides links to 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**

Our 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.

### **Permission Form**

Our schools' student journal will include the following permission form, and will be completed by students and parents at the start of every school year.

#### **Pupil**

I agree to follow the school's Acceptable Use Policy, which is available on the schools website. 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 which is available on the schools website 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:** \_\_\_\_\_