

# Acceptable Use of Internet Policy.

September 2018

Policy Document

**Belclare National School**



# Acceptable use of Internet policy

S.N. an Croí Ró Noafa, Belclare.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

***The members of the ICT Committee of Scoil An Croi Ro Naofa, created this version of the AUP in March 2012***

## School's Strategy

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

## General

- A teacher will always supervise Internet sessions.
- Websites will be previewed / evaluated using the NCTEs website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor and archive pupils internet usage by checking user files, temporary internet files and history files.
- 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 or CD-ROMs in school requires a teacher's permission.

## **World Wide Web**

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher or supervisor.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will never disclose or publicise personal or confidential information for example classmates home addresses, telephone numbers, name and locations of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- 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 refrain from sending on chain letters or forward messages without the permission of the sender.
- 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**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- 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.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

## **Legislation**

The data protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In Accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website. (2006)

## **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.

Ratified by the Board of Management, for review in **November 2021**.

**Ulick Egan**

Chairperson

**September 2018**

Board of Management

# Permission Form Template

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

**S.N. an Croí Ró Naofa, Belclare.**

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: \_\_\_\_\_

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