

# **Scoil Ursula National School**

**Reviewed: October 2013**

## **Acceptable Use Policy**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 and update if deemed necessary. 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 October 2013.

## **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 an adult.
- 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 annually during Safer Internet Week.
- 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 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 be made aware of appropriate ways to use information sourced online in order to discourage plagiarism and copyright infringement.
- 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.
- 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 not access chat rooms, discussion forums, messaging or other electronic communication without supervision and the express permission of their teacher.

### ***School Website***

- Pupils will be given the opportunity to have their work published 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 publication of student work will be co-ordinated by the teacher in charge of the school website.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not contain pupils' names.

- 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 of individuals in a photograph.
- The school will ensure that the image files are of groups of two pupils at least and are appropriately named – the school will avoid using 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***

Pupils are not permitted to use mobile phones / camera phones or any other devices that can take or store images or video material in the school or on school tours.

***Legislation***

The school draws your attention to 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

***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.

Signed: \_\_\_\_\_

**Principal**

Signed: \_\_\_\_\_

**ICT Co-ordinator**

## **Scoil Ursula Internet Acceptable Use Policy**

**Reviewed: October 2013**

Please read our Internet Acceptable Use Policy (attached), sign and return this permission form to the Secretary.

**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:** \_\_\_\_\_

### ***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 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 including the use of photographs, video and audio files produced following the AUP guidelines.

**I accept the above paragraph  I do not accept the above paragraph**

*(Please tick as appropriate)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## ■ Ratification and Communication

The Board of Management ratified this policy on the \_\_\_\_\_ of \_\_\_\_\_.

Signed: \_\_\_\_\_, (Chairperson, BOM)

**Scoil Ursula does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community through the parents' representatives on the BOM. All Scoil Ursula policies are available for inspection in the school and at [www.scoilursula.com](http://www.scoilursula.com)**