



St. Colman's N.S.

Stradbally,

Co. Laois

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Acceptable Internet Use Policy

September, 2015

Internet Acceptable Use Policy St. Colman's N.S.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually. This version of the AUP was created in October 2015 and endorsed by the Board of Management on 22/10/'15.

School Strategies

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

- Access to internet 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. Kidrex.org is the default search engine for all the computer in our computer room.

The school internet is protected by the firewall provided by the PDST.

- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety. See also **Anti Cyber- Bullying Policy**.
- 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 is not allowed.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils and teachers will be familiar with copyright issues relating to online learning. Teachers will receive in-service regarding same and will be advised to obtain pictures

from copyright free websites and to use **Creative Commons Image Search. (advice from PDST)**

- Pupils will never disclose or publicise personal information.
- Pupils 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.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be taught appropriate use of the internet.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

Internet Chat (Very restricted use only)

- Skype may be used for contacting other children/schools for project work. This will only be done under teacher supervision.

Mobile Phones:

- Children may have a mobile phone on silent or powered off in their schoolbag for contact with parents outside of school hours. Should a parent wish to contact their child urgently they may do so through the school office.

School Website

- Written permission will be sought from parents/guardians before any photographs or work samples are uploaded to school website. This will be reviewed on an annual basis and the parents of all new pupils will be furnished with a School Website and contents pack including permission form.

Pupils will be given the opportunity to publish projects, artwork or school work on the school website.

- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the public gallery of the school website. Instead photographs, audio or video clips will focus on group activities and children's work. Photographs, audio or video clips in the Parents Gallery will include individual pupils; parents may only access this gallery via password. It is school policy that this password must be kept secure and not shared with others.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003 (see school policy)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely.

We use the services of the NCTE , www.webwise.ie and www.safety.ie

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review

This policy was developed in 2015 and will be updated regularly as developments in technology continue to impact on education in particular. We will undertake a full review of the policy during the school year 2016-2017. This review will involve input from teachers, parents, pupils and Board of Management.