

Acceptable Use Policy

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The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 Acceptable Use Policy will be revised annually. 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 on 9th November 2016

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 be supervised by a teacher as far as possible.
- 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 students' internet usage
- Students and teachers may have opportunities for 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 memory sticks, CD-ROMs, or other digital storage media in school will be an exception and 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
- Copying, modifying or deleting the files of another user will be considered unacceptable.

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 not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information
- Downloading by students of 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.
- Teachers will preview or evaluate websites before permitting access.
- Students will be regularly reminded of the Acceptable Use Policy regarding Internet usage

Internet Chat Rooms

Pupils will only have access to discussion forums or other electronic communication forum that have been approved by the school.

- 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.

Email

- Students may 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, and 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

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefits and risks/disadvantages of using these technologies for education:

Communication Technologies	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school			√	
Use of pupil's personal mobile phones in lessons				√
Use of pupil's personal mobile phones in social time				√
Taking photos on pupil's personal mobile phones or other pupil's personal camera devices				√
Use of hand held devices e.g. PDAs, PSPs				√
Use of personal email addresses in school, or on school network				√
Use of school email for personal emails				√
Use of chat rooms/facilities			√	
Use of instant messaging				√
Use of social networking sites				√
Use of blogs				√

Inappropriate Activities

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable and/or illegal
Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images				√
	Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation				√
	Racist material				√
	Pornography				√
	Promotion of any kind of discrimination				√
	Promotion of racial or religious hatred				√
	Threatening behaviour, including promotion of physical violence or mental harm				√
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				√
Using school systems to run a private business					√
Use systems, application, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGFL and /or the school					√
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					√
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)					√
Creating or propagating computer viruses or other harmful files					√
Carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet					√
On-line gaming					√
On-line gambling					√
On-line shopping/commerce					√
File sharing					√
Use of social networking sites					√

School website

- Students will be given the opportunity to publish projects, artwork or school work 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 website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission. Video clips will be password protected.
- Personal student 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 appropriately named and will not use students' names in image file names or ALT tags if published on the web
- Students work will appear in an educational context on webpages with a copyright notice prohibiting the copying of such work without written permission.
- Students 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

The school will provide 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

There are various key support structures and organizations which deal with illegal material or harmful use of the Internet and which can provide guidelines and advice for parents:

Webwise (<http://www.webwise.ie>)

Provides information and advice on Internet safety issues for teachers and parents.

Hotline (<http://www.hotline.ie>)

Irish hotline for reporting online child pornography. Reports can be made by emailing report@hotline.ie or phoning 1890-610710

Internet Service Providers Association of Ireland (<http://www.ispai.ie>)

An organization that represents the Internet Service Providers industry at national, European and international level.

An Garda Síochána (<http://www.garda.ie>)

IAB (Internet Advisory Board) (<http://www.iab.ie>)

Established by the Minister for Justice, Equality and Law Reform in 2000, with a general remit to supervise a system of self-regulation by the Irish Internet Service Provider Industry.

Safer Internet Action Plan (<http://www.saferinternet.org>)

This is the European's response to promoting safety on the Internet, addressing the controversial issue of illegal, harmful and racist content.

ISPCC – Childline Online (<http://www.childline.ie>)

Sometimes children can just be looking for information but find it difficult to talk to someone. Childline provides these support pages as a place to start.

Barnados (<http://www.barnados.ie>)

Barnados is a leading independent agency for children and families.

COPINE (<http://www.copine.ucc.ie>)

The COPINE project is an initiative which addresses the issue of child exploitation via the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action including:

- Verbal Warning
- Written note to Parents
- Withdrawal of access privileges – short-term/long-term.
- Suspension or expulsion
- Any illegal activities will be reported to the appropriate authorities.

For Parents/Guardians/Students

This policy will be available on the school website. Hard copies will be sent to parents/guardians. Parents/Guardians are requested to discuss same with their children and return permission form signed by both to the class teacher.

Signed Ruth West Date: 11th May 2017.
Rev. Ruth West, Chairperson,
Board of Management, Killaghtee N.S.

Permission Form

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

School Name: _____

Name of Student: _____

Class: _____

Student

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.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, 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 for student's access to 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 students' work on the school website.

I accept the above paragraph ☐ I do not accept the above paragraph ☐
(Please tick as appropriate)

Photographic Consent

I understand that photos of my child may be taken by the school throughout the year to record schoolwork, projects or events and give my consent for these photos to be used on the school website, in newsletters, school blogs, church newsletters, national websites and DVDs where deemed appropriate by the school and within the terms of this Acceptable Use Policy

I give my consent ☐ I do not give my consent ☐
(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____

Cover letter to go out with policy

Dear Parent/Guardian

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and student and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

- Have AUP implementation issues arisen since the AUP was designed/revised?
- Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
- Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care
- A student publishes defamatory information on a personal website about a peer
- Has the AUP had a positive impact on curriculum delivery?
- Has internal or external expertise assisted the formulation of reformulation of the AUP?
- Has the AUP as a code of Internet use transferred to home use?
- Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
- Are teachers' and students' internet safety training needs being met?