Scoil Bhréanainn

Acceptable Use Policy

Introduction

The Internet and digital media can help our pupils learn, create and communicate in ways that we would never have imagined 20 years ago. Scoil Bhréanainn has a duty of care to our pupils, and this includes helping children and young people to use new digital technologies safely and responsibly, wherever and whenever they go online. Digital literacy skills are key life skills for children and young people today. They need to be media savvy and know how to effectively search for and evaluate online content; know how to protect personal information and reputation; know to respect copyright and intellectual property and know where to get help if problems arise. The purpose of internet use in Scoil Bhréanainn is to help our pupils learn, create and communicate in the online world safely and responsibly.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Scoil Bhréanainn. The AUP will be revised regularly.

Aims

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 **Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy – will be imposed.**

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Staff/People employed by the school, student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

This version of the AUP was created in Nov 2014 by the Staff of Scoil Bhréanainn and endorsed by the Board of Management

School's Strategy

Scoil Bhréanainn 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/ member of staff.

• Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).

• The school will regularly monitor students' Internet usage.

• 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 memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

• Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times, treat others with respect 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 and/or as deemed appropriate by the teacher -e.g as a reward or for golden time /early finishers etc.

• Teachers and pupils will be familiar with copyright issues relating to online learning.

• 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, using the www.webwise.ie teaching materials.

   Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

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

Students will not be permitted to use internet chat rooms/discussion forums.

Social Media

Students are not permitted to use social media in any form in school.

Personal Devices

Students are not permitted to have a personal device - phone/ tablet/ laptop/ smart phone/ tablet etc. on them during school times. **If there is any need for a student to bring a personal device to school/ school trips that device must be turned off and given to the Principal/ teacher for the duration of the day.**

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.

Digital media

The school permits students to use school digital media – cameras/camcorders under direct teacher supervision only. Students are not permitted to copy/ share photos/recordings. Students are not permitted to photograph /video others without their knowledge

Legislation

The school has information on the following legislation relating to use of the Internet which teachers, students and parents can familiarise themselves with in the office & are available on request.

• 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

The school will inform pupils and parents of any useful talks/courses on internet safety/digital media in the area. Teachers will give instruction on appropriate use of the internet and how to use it safely.
The following websites offer support and advice on internet safety

- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/

The following guides/manuals are available in school:
Be Wise on the Net …Information and Advice for Schools
NCTE
Internet Safety Awareness Education Programme Teachers' Handbook SAFT
Project (NCTE)

Sanctions

Misuse of the Internet may result in disciplinary action according to the School's Behaviour policy or the school's Anti Bullying Policy/or the school's Child Protection Policy.
The Behaviour policy includes:
- written warnings
- notification of parents
- withdrawal of access privileges
- in extreme cases, suspension or expulsion.

*Please Refer to School's Behaviour Policy/Anti Bullying Policy/Child Protection Policy for further information.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Review

This policy was developed in 2014 and will be updated regularly as developments in technology continue to impact on education in particular. Over the past few years we have installed Interactive Whiteboards in all classrooms, as well as digital cameras, video recordings & additional computers. We will be undertaking to review this policy on a regular basis. This review will involve input from teachers, parents, pupils and Board of Management.

This policy was ratified by the Board of Management of Scoil Bhréanainn on _____

Signed: _____

                           Chairperson BOM

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Scoil Bhréanainn

Name of
Pupil: _____Class:_____

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)

Signature:

_____ Date: _____

Address: _____ Telephone: _____

       _____

       _____