

## **Acceptable Use Policy**

### **Introduction**

The Internet is an essential element of, and necessary tool for education. Internet use is part of the revised curriculum. Internet access and technology is used to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

### **Aims**

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 Therefore, if the school A.U.P. is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in this A.U.P. – will be imposed.

The I.C.T. committee and the Board of Management will revise the A.U.P. annually. Parents and staff are requested to read the A.U.P. (available [www.gkns.ie](http://www.gkns.ie)). Parents are required to grant permission for their child/ren to use the Internet on an annual basis – *Permission & Information Sheet*.

This version of the A.U.P. was created in April 2013 by the I.C.T. co-ordinator (Ms. E. Wolfe), in consultation with the I.C.T. committee and the Board of Management.

### **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**

- the Schools Broadband Programme (S.B.P.) is managed by the NCTE (National Centre for Technology in Education [www.ncte.ie](http://www.ncte.ie))
- I.C.T. sessions 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. Content filtering is provided to Glenageary Killiney N.S. through the Schools Broadband Programme.
- The school will regularly monitor pupils' Internet usage.
- Pupils will be taught the Webwise Programme (an internet safety initiative focused on raising awareness of online safety issues and good practice) during September each year.
- 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, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will treat school equipment with due care and will not alter equipment settings unless instructed to do so.

### **Internet Use**

- Pupils should not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils should report accidental accessing of inappropriate materials immediately to their teacher.
- Pupils should use the Internet for educational purposes only.
- Pupils will be advised never to disclose or publicise personal information.
- Pupils may only download materials or images that are relevant to their studies.
- Any activity/usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **Email / Communications**

- Pupils are not permitted to use personal email accounts, but may use approved class email accounts for educational purposes under supervision by or with permission from a teacher.
- Pupils are not permitted to send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils are not permitted to reveal their own or other people's personal details, such as passwords, addresses, telephone numbers or pictures.
- Pupils shall be advised that they should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils are not permitted to access chat rooms, discussion forums, social media or instant messaging.
- We would advise parents not to allow their children to have personal accounts on social media sites until they have reached the appropriate and approved age.
- Pupils must not make negative comments about pupils, staff and or parents.

### **School Website**

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with the school's approval processes regarding the content that can be loaded to the school's website.

- The website is regularly monitored to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupils' work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Pupils will continue to own the copyright on any work published.

### **Recording Equipment (Cameras / Video Cameras / Voice Recorders)**

- Pupils may only use school equipment to record as the teacher has instructed.
- Pupils may not pass the recording equipment or recordings on to any other party without permission from the teacher.
- The equipment is at all times property of the school and pupils are expected to treat it with due care and follow all guidelines / instructions

### **Personal Devices**

- The use of personal mobile phones, cameras and video recorders etc. by pupils during school hours is forbidden (unless specific permission has been granted by the class teacher/principal).
- Pupils found using such devices may have them confiscated, and stored in the school safe, only to be returned to a parent / guardian after a period of one week.
- The school will not accept any responsibility for lost, stolen or damaged items of this nature.

### **Parental Guidance**

- Parents are requested to not upload or publish photographs of the school, pupils, parents or staff to the internet / social media sites without prior permission of those involved.
- Please help us to promote good 'netiquette' and ensure that online messages / comments are always respectful. Do not make negative comments about pupils, staff and other parents.

### **Legislation**

The school aims to follow legislation relating to use of the Internet. Teachers, pupils and parents should familiarise themselves with:

Data Protection (Amendment) Act 2003

<http://www.irishstatutebook.ie/2003/en/act/pub/0006/>

Child Trafficking and Pornography Act 1998

<http://www.irishstatutebook.ie/1998/en/act/pub/0022/>

Interception Act 1993 <http://www.irishstatutebook.ie/1993/en/act/pub/0010/>

Video Recordings Act 1989

<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

The Data Protection Act 1988

<http://www.irishstatutebook.ie/1988/en/act/pub/0025/>

### **Sanctions**

Misuse of the Internet or mistreatment of school resources may result in disciplinary action, including written warnings, replacement of / contribution towards replacement of damaged equipment, 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.

### **Communication**

This policy will be available on the School Website at [www.gkns.ie](http://www.gkns.ie) (or a hard copy requested from the school office) and parents will be required to sign the A.U.P. permission form at the beginning of each school year.

### **Ratified by Board of Management**

Chairperson: *L. O'Mahony*

Date: *13<sup>th</sup> June 2013*