

# Acceptable User Policy

**School Name; Scoil Eoin Naofa,**

**Address; Ballyclough, Mallow, Co. Cork.**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 as required. 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 2006 and updated in 2011. It was discussed again when reviewing the Anti-Bullying Policy relating to Cyber Bullying in 2013. It was updated following the WSE in first term of 2014/2015.**

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## School's Strategy

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

- Use of Internet is confined to teachers, SNA's, school secretary and children in 5<sup>th</sup> and 6<sup>th</sup> classes under adult supervision. At all times Internet sessions are supervised by a teacher.
- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers are made aware of the importance of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software is used and updated on a regular basis.
- The use of personal CD-ROMs in school **will not be permitted** in case of viruses.
- Students 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.

- Parents are informed in writing of the dangers of the Internet through the distribution to each family of the following booklets;

A Parent's Guide to new media technologies.

A Parent's Guide to filtering technologies.

Parent's Guide to social-networking websites.

A Guide to Cyberbullying.

(These booklets were ordered by the school from Office for Internet Safety, Floor 3, Block 2, Harcourt Centre, Harcourt Street, Dublin 2. 1800 242595 or 01-4086122)

### **World Wide Web;**

- The user will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- The user will use the Internet for educational purposes only, For example News 2day is watched by pupils in some classes on a daily /weekly basis.
- The user will be familiar with copyright issues relating to online learning.
- The user will never disclose or publicise personal information.
- The user 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.

### **Email**

- Only teachers will use approved class email accounts.
- The user will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- The user will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- The user will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- No pupil may send or receive emails..

### **School website.**

- The publication of student work will be co-ordinated by Mrs C. O Sullivan
- Pupils' work will appear in an educational context on Web pages
- Parents are asked on the Enrolment Form for permission to publish digital photographs of individual students or of groups of students on the school website. The names of the students are not published with the photos.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

## Use of School Laptops /Computers / ipads.

Teachers, SNA's and school staff are allowed to use school lap-tops / computers/ ipads. for educational purposes only and not for personal use. Teachers may borrow the school IT equipment to familiarise themselves with Educational Programme.

Personal details of pupils and sensitive data is stored centrally on the office computer. Memory stick containing such details is stored in the school safe and is not to be removed from the school premises. Legislating relating to Data Protection is adhered to.

### **Legislation**

The school is aware of legislation relating to use of the;

- 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.

Appendix attached for Parents relating to Internet Safety which is issued to parents once a year.

## **Ratification.**

This Policy was ratified by the Board of Management on \_\_\_\_\_

Signed; \_\_\_\_\_ Date; \_\_\_\_\_

Name of Pupil: \_\_\_\_\_

Class/Year: \_\_\_\_\_

**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 enclosed policy and I 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 only. 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.

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

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
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