

Internet Acceptable Use Policy

Policies

INTERNET ACCEPTABLE USE POLICY

The internet is becoming an ever more important educational resource and a tool used more in everyday life. We feel that it is important that all children should learn how to use the internet properly. Every effort is made to supervise internet sessions. Broadband is available in the school and this enhances the potential for internet access. School access will be centrally managed by HEAnet who will be responsible for security, content filtering and virus control. The following points will become increasingly important as internet use increases.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

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

1. Internet sessions will always be supervised by a teacher.
2. Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material and these will be updated on a regular basis.
3. The school will regularly monitor pupils' Internet usage.
4. Students and teachers will be provided with training in the area of Internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal floppy disks or CD-ROMs in school requires a teacher's permission.
8. 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.
9. Internet will be used for Educational purposes only.
10. Pupils will seek permission before entering any Internet site, unless previously approved by the teacher.
11. Pupils will be taught to evaluate the content of Internet sites.

WORLD WIDE WEB

1. Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will use the Internet for educational purposes only.
3. Students will be familiar with copyright issues relating to online learning.
4. Students will never disclose or publicise personal information.
5. 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 net work

management reasons.

E-MAIL

1. Students will use approved class email accounts under supervision by or permission from a teacher.
2. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
3. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
4. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
5. Students will note that sending and receiving email attachments is subject to permission from their teacher.
6. Pupils will not send text messages to or from the school e-mail.

INTERNET CHAT

1. Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school,
2. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
3. Usernames will be used to avoid disclosure of identity.
4. Face-to-face meetings with someone organised via Internet chat will be forbidden.

SCHOOL WEBSITE

1. Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
2. The publication of student work will be co-ordinated by a teacher.
3. Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
4. Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Names of pupils will not appear beside photos. Video clips may be password protected.
5. Personal pupil information including home address and contact details will be omitted from school web pages.
6. Pupils will continue to own the copyright on any work published.
7. Class lists will not be published.
8. Permission to publish a student's work will be sought from pupils/parents/guardians at the beginning of the school year. This permission may be withdrawn at any time.

LEGISLATION

The following legislation relates to the use of the Internet:

1. Data Protection (Amendment) Act 2003
2. Child Trafficking and Pornography Act 1998
3. Interception Act 1993
4. Video Recordings Act 1989
5. The Data Protection Act 1988

SANCTIONS

Misuse of the Internet may result in disciplinary action, including verbal and written warning, 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.

You Tube

We have decided as a school staff to change the level of filtering from Level 3 to Level 4, which now will give class teacher's access to You Tube. Each class teacher is responsible to ensure that his or her computer is connected to the proper IP address. Teachers who bring their computer home for preparation need to reconnect to the proper IP address first thing in the morning.

This change will be notified to parents via the school website and updated AUP.

Teachers will use the "freeze" button on their digital projector until the suitable video is ready to be played and videos need to be well researched in advanced, as even though the video can seem ok it may not always be the case. Teachers do the same with images e.g. Google Images.

Any staff member comes across unsuitable material they contact the ICT co-ordinator who will advise PDST Technology in Tech.

Children are not allowed to bring in their personal devices except in the case of mobile phones which must be turned off and used only in case of emergency.

Wet Days

At break-time some classes show DVDs on the class laptop. Children are expressly forbidden from touching this computer unless under a teacher's supervision.

The revised AUP has been approved by the BOM in June 2014