St. Patrick’s Senior N.S.

Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 Board of Management and staff will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The members of the ICT Committee of St. Patrick’s Senior N.S. initially created this AUP in 2005, it was updated in 2008, 2015 and revised and updated in February 2020.

**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 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.
* The school will regularly monitor students’ internet usage by spot checking user files, temporary internet files and history files.
* 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.
* Students will treat others with respect, will observe good “netiquette on the internet” at all times and will not undertake any actions that may bring the school into disrepute.

**World Wide Web**

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* In the event of accidentally accessing any of the above sites, the student will immediately turn off the device and will report the incident to a teacher.
* Students will use the Internet for educational purposes only
* Students will not upload, download or otherwise transmit material that is copyrighted.
* Students will not disclose or publicize personal or confidential information for example classmate’s home address, telephone numbers, name and location of their school.
* Students will not examine, change or use another person’s files, user name or passwords.
* 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

**Email**

* Students will 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, 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**

This is an area of rapidly evolving technologies and uses a wide range of rapidly developing communications technologies has the potential to enhance learning.

**Communication Technologies**

|  |  |
| --- | --- |
| Mobile phones may be brought to school | Not Allowed |
| Use of mobile phones in lessons | Not Allowed |
| Use of mobile phones in social time | Not Allowed |
| Taking photos on personal mobile phones or other personal camera devices | Not Allowed |
| Taking photos on school devices for school related activities | Allowed with staff permission |
| Use of personal hand held devices eg Kindle | Allowed with staff permission |
| Use of school email for personal emails | Not Allowed |
| Use of chat rooms / facilities | Not Allowed |
| Use of instant messaging | Not Allowed |
| Use of social networking sites | Not Allowed |
| Use of blogs | Not Allowed |

**Inappropriate Activities**

|  |  |  |
| --- | --- | --- |
| User Actions |  |  |
| 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 imagesPromotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislationRacist materialPornographyPromotion of any kind of discriminationPromotion of racial or religious hatredThreatening behaviour, including promotion of physical violence or mental harmAny other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute. | Unacceptable and illegalUnacceptable and illegalUnacceptable and illegalUnacceptableUnacceptableUnacceptableUnacceptableUnacceptable |
| Using school systems to run a private business |  | Unacceptable |
| Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school |  | Unacceptable |
| Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions |  | Unacceptable |
| Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords) |  | Unacceptable |
| Creating or propagating computer viruses or other harmful files |  | Unacceptable |
| 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 |  | Unacceptable |
| On-line gaming (educational)  |  | Acceptable with staff permission  |
| On-line gambling |  | Unacceptable |
| On-line personal shopping |  | Unacceptable |
| On-line educational resource shopping (Teachers) |  | Acceptable with Principal’s permission |
| File sharing e.g. GSuite, Dropbox |  | Acceptable |
| Use of social networking sites |  | Unacceptable |

**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.
* 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
* 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 will continue to own the copyright on any work published

**Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (e.g. Kindle) in school if they have permission.

**Legislation**

 Teachers and parents should familiarise themselves with the following legislative policies:

* 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 students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

**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.

Mobile Phones/ Electronic Devices

On the first occasion that a phone/electronic device is found, the pupil will receive one verbal warning, the phone will be sent to the principal’s office and will be returned when collected by parents/guardians only.

**This policy was ratified by the Board of Management of the above school on**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson BOM

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

**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/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 if students 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 students’ 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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal