Scoil Chroí Íosa

Acceptable Use Policy (AUP) on the use of the Internet

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

School Strategy:
The school will employ a number of strategies in order to maximize 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.
- 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 or other digital storage media in school requires a teacher’s permission.
- Students will treat others with respect 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.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
• Students will never disclose or publicise personal information.

• 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 disturbing 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.

Internet Chat

• Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.

• Chat rooms, discussion forums and other electronic communication forums will only be used for education purposes and will always be supervised.

• Usernames will be used to avoid disclosure of identity.

• Face-to-face meetings with someone organized via Internet chat will be forbidden.
School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with the approval process 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.

- Students’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities.

- 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 images files are appropriately named – will not use students’ names in image file names or ALT tags if published on the web.

- Students will continue to own copyright on any work published.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending text messages, or the unauthorized taking of images using any form of technology, still or moving is in direct breach of the school’s acceptable use policy.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998
• Interception Act 1993
• Video Recording Act 1989
• The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organizations 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.

Letter to Parents/ Guardians
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 students access to a large array of online educational resources that we believe can greatly enhance students’ 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 recognizes 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,

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Mary Magner
Principal Scoil Chroí Íosa

Review

The policy was reviewed in March 2015

Ratified by the Board of Management

Signed __________________________
Date: __________________________
Chairperson Board of Management

Signed __________________________
Date: __________________________
Principal

This Policy will be reviewed in 2017