



Internet Safety: Acceptable Use Policy

School Name: St Patrick's Boys' National School

Address: Church Road, Carndonagh, Co Donegal

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 school will revise the AUP annually. 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 on February 2015 by All Staff

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 will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by NCTE.
- The school will always endeavour to 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, CD-ROMs, 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

Personal Safety

- Students may 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

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently permits the use of these technologies for pupils within the school:

Communication Technologies	Allowed	Allowed at certain times	Allowed with staff Supervision	Not allowed
Mobile phones may be brought to school				√
Use of mobile phones at school				√
Taking photos on mobile phones or other camera devices				√
Use of personal email addresses in school, or on school network				√
Use of school email				√
Use of class email			√	
Use of Skype		√		
Use of public/unregulated chat rooms/facilities				√
Use of instant messaging				√
Use of social networking sites				√
Use of blogs		√		

School Website/Blogs/Facebook Page

- 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/facebook page will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- The school will endeavor 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/facebook page with parental permission
- Personal student information including home address and contact details will be omitted from school web pages
- The school website/facebook page 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

Legislation

Information is available on-line on the following legislation relating to use of the internet. Teachers and parents should familiarise themselves with:

- 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.



Internet Safety: Acceptable Use Policy Permission Form

Name of Pupil: _____

Class: _____

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/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 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/facebook page, I accept that, if the school considers it appropriate, my child's schoolwork, photographs (without names), video or audio containing my child may be chosen for inclusion on the school website/facebook page. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website/facebook page.

I accept the above paragraph

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

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Parent/Guardian Signature: _____

Date: _____