Scoil Na Mainistreach

ICT Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the AUP will be revised periodically. Attention will be drawn to this policy at time of enrolment.

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:

Rights

Scoil Na Mainistreach owns the ICT systems in the school, all facilities and accounts. Access, privileges and resources are assigned and managed by Scoil Na Mainistreach including user accounts, passwords and resources. Any access, privileges and accounts must be approved by Scoil Na Mainistreach and those in charge of ICT resources.

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 monitor pupils' 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.
- Software and activities which circumvent the filtering system are prohibited. Use of such software or such activities will be considered a very serious breach of discipline.

World Wide Web (Internet).

- Students will use the Internet for educational purposes only.

- Students will never disclose or publicise personal information.

- Downloading 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.

Online privacy

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action**.**

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 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 that have been approved by the school.

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

- Usernames will be used to avoid disclosure of identity.

Filtering/Firewall

Filtering is a way of limiting the content of web pages and /or blocking suspicious websites. Websites are only allowed through following a verification of their suitability. No filter is 100% accurate. The most effective filtering tool is adult vigilance. Scoil Na Mainistreach has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCTE.

School Website

- Pupils 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 pupils or staff.

- The publication of student work will be co-ordinated by a teacher.

- 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.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.

- Personal pupil 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..

- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as a mobile phone/ iphone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

Legislation

The staff at Scoil Na Mainistreach suggest that parents/guardians should familiarise themselves with the following pieces of legislation:

- 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 ICT systems in any way 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.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Scoil Na Mainistreach

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 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 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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