

Carysfort NS

Acceptable Use Policy

This version of the Acceptable Use Policy (AUP) was created in November 2015 by Norma Linehan (Principal) and Heather Egan (Assistant Principal) in consultation with the staff and parents and endorsed by the Board of Management.

Before you sign the form, the policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children. Children will only be permitted to use technology in school when their parents have signed their consent to the AUP.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP every three years.

School Strategies:

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:

- Access to internet is permitted only under supervision by a teacher.
- The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education) to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software by pupils is not 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.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web:

- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (no plagiarism or copyright infringement)
- Pupils will not disclose or publicise personal information – their own or others at any time.
- Pupils 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.
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials if this occurs.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Email:

- Pupils will only use email accounts in school under supervision by or with permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene or defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or photographs at any time.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Internet Chat (Very restricted use only):

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- 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.
- Face-to-face meetings with someone organised via Internet chat is forbidden.
- Skype may be used for contacting other children/schools for project work, or pen pals. This will only be done under teacher supervision.

Personal Devices:

- Students may only use personal hand held/external devices (mobile phones, tablets USB devices etc.) in school if they have been given permission by the teacher for a special occasion. When using their own technology in school pupils should follow the rules set out in this agreement.
- Mobile phones may be brought to school but must remain turned off and in a school bag at all times. The use of mobile phones is not allowed at any time during the school day.
- The use of mobile phones or other hand held devices e.g. for taking photos may be permitted by the teacher for a project. In a case like this the device can be turned on and used for that purpose only.

School Website:

- The publication of any student artwork or photographs will be co-ordinated by a staff member.
- Pupils' work may appear in an educational context on Web pages.
No names will accompany any photographs, audio or video clips of individual pupils on the school website.
- Parental permission is required for pupil images to be uploaded to the school website.

Legislation:

- Teachers and parents are encouraged to familiarise themselves with the following legislation relating to the use of the internet:
The Data Protection Act 1988 and Data Protection (Amendment) Act 2003 (see school policy).
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

Sanctions:

Misuse of the Internet, mobile phone or other devices may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

In accordance with our Anti-bullying Policy, cyber bullying behaviour as outlined below will result in sanctions as outlined above.

Cyber bullying	<ul style="list-style-type: none">• Denigration: Spreading rumors, lies or gossip to hurt a person's reputation• Harassment: Continually sending vicious, mean or disturbing messages to an individual• Impersonation: Posting offensive or aggressive messages under another person's name• Flaming: Using inflammatory or vulgar words to provoke an online fight• Trickery: Fooling someone into sharing personal information which you then post online• Outing: Posting or sharing confidential or compromising information or images• Exclusion: Purposefully excluding someone from an online group• Cyber stalking: Ongoing harassment and denigration that causes a person considerable fear for his/her safety• Silent telephone/mobile phone call• Abusive telephone/mobile phone calls• Abusive text messages• Abusive email• Abusive communication on social networks e.g. Facebook/Ask.fm/ Instagram/Twitter/You Tube or on games consoles• Abusive website comments/Blogs/Pictures• Abusive posts on any form of communication technology
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Permission Form:

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

Internet Acceptable Use Policy

Permission Form

Name of Pupil: _____ Class: _____

Teacher: _____

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 while in school. 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 in school.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork or image 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.

Signature: (parent/guardian) _____

Name: (print) _____

Date: _____