

**Scoil Aodán Naofa,
Carnew,
Co. Wicklow**

**Roll no. 18242A
Internet Policy
(AUP)**

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ACCEPTABLE USE POLICY

School Name; Scoil Aodán Naofa,

Address: Carnew, Co. Wicklow

Aim of the AUP

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions- as outlined in the AUP- will be imposed.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

This policy was presented to the Board of Management on _____

This policy was presented to the Parents on the _____

Chairperson of Board of Management

Kevin O' Donnell (Principal)

Brigid Dunne, ICT Co-Ordinator

ACCEPTABLE USE POLICY

Scoil Aodán Naofa's staff believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources, and will be protected from harmful and illegal use of the Internet.

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.

The school will regularly monitor students' Internet usage.

Level 4 'Fortiguard Filtering Software' provided by the National Centre for Technology (NCTE) is used through the school in order to minimise the risk of exposure to inappropriate material. This level is currently used by the majority of schools in Ireland. It allows access to millions of websites including interactive games and 'YouTube', while also blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore Websites, Blogs and Apps such as Snapchat, Instagram and Facebook are not accessible within the school.

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.

Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring the school, staff or other pupils into disrepute.

'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Education

Students will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.

Internet safety advice and support opportunities are provided to the students through our Webwise Internet Safety Programme in SPHE.

Scoil Aodán Naofa participates in Safer Internet Day activities to promote safer and more effective use of the internet.

The students at Scoil Aodán Naofa will be made aware of the importance of keeping their personal information private.

The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.

The children will learn about the importance of treating ICT equipment with care, consideration and respect. The children from 3rd-6th classes will participate annually in Cybersafe Kids workshops in order to enhance their awareness of internet safety.

Web Browsing and Downloading

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 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.

Use of file sharing is only allowed with staff permission.

Email and Messaging

The use of personal email accounts is only allowed at Scoil Aodán Naofa with expressed permission from members of the teaching staff.

Students should not under any circumstances share their email account login details with other students.

Students should not use school email accounts to register for online services such as social networking services. Any apps and games which use student email addresses will require permission from a teacher.

Students will use approved school email accounts only under supervision by or permission from a teacher.

Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email

Pupils will never arrange to meet someone via school email

Sending or receiving email attachments is subject to teacher permission.

Students should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Internet Chat

Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher.

They will only be used for educational purposes and will always be supervised.

Netiquette

'Netiquette' may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

Students should always use the internet, network resources, and online sites in a courteous and respectful manner.

Students should be polite, use correct language and not harass others or provoke fights online.

Students should also recognise that among valuable content online, there is unverified, incorrect, or inappropriate content.

Students should use trusted sources when conducting research via the internet.

Students should not post anything online that they wouldn't want parents, teachers, or future schools, colleges or employers to see. Once something is online, it is out there- and can sometimes be shared and spread in ways you never intended.

Plagiarism

Students should not plagiarise content (copy or use your own without citing the original creator), including words or images, from the internet for inclusion on our school website or Facebook page.

Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

The school will encourage students who create original content to claim ownership of it.

School Website/Facebook Page

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. Students will continue to own the copyright on any work published.

The website and Facebook page will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Web pages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work online will be coordinated by a teacher. Digital photographs, audio or video clips will feature groups of children. Content focusing on individual students will only be published with parental permission.

Personal information including home addresses and contact details will not be published on Scoil Aodán Naofa's web pages.

Scoil Aodán Naofa will avoid publishing the first name and last name of students in video or photograph captions published online.

The school will ensure that the image files are appropriately named; will not use students' names in image files or ALT tags if published on the web.

Images and video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Students must not take, use, share, publish or distribute images of others without their permission.

Permission (via Aladdin Connect permission facility) from parents or carers will be obtained before photographs of pupils are published on the school website or Facebook page.

Personal Devices

Students using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop or tablet device is in direct breach of the school's acceptable use policy, if any of these devices are turned on and used in class or during school hours. Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorised voice recordings or images still or moving.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students 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

Cyberbullying

When using the internet students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved, in line with the school's anti-bullying and Code of behaviour policies.

Students are encouraged to report an incident or any communication that constitutes cyberbullying to the school.

Measures are taken to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or groups against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy in our school.

Sanctions

Misuse of the Internet, including bullying or discrediting others, 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.

Responsible Internet Use Contract
Scoil Aodán Naofa

We use the school computers and Internet access to help our learning. These rules will help us be fair to others and keep everyone safe.

Using the Computers:

1. I will not access other people's files;
2. I will not use CD-ROMS, memory sticks, cameras, iPads, laptops, Chromebooks, mobile phones, tablets without the permission of the teacher;
3. I will treat all of the computer equipment with respect.

Using the Internet:

1. The use of the Internet is for education purposes only;
2. I will not use the Internet, unless given permission by a teacher;
3. I will report any unpleasant material to my teacher immediately because this will help protect other students and myself;
4. I understand that the school may check my computer files and may monitor the Internet sites I visit;
5. I will not complete and send forms without permission from my teacher;
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites;
7. I will not upload or download any non-approved material.

Using E-mail:

1. I will ask permission from a teacher before checking the email;
2. I will immediately report any unpleasant messages sent to me because this would help protect other students and myself;
3. I understand that email messages I receive or send may be read by others;
4. The messages I send will be polite and responsible;
5. I will only send an email when it has been approved by a teacher;
6. I will not give my full name, my home address or telephone number or that of anyone else;
7. I will not send or open attachments without the permission of the teacher.

I understand that if I deliberately break these rules, I could be stopped from using the internet and computers and my parents will be informed.

Signed: _____

Class: _____

Date: _____

Dear Parents/Guardians,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows the students to access a large variety of online educational resources that we believe can greatly enhance students' 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 document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safer use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material. The school cannot be held responsible for the nature or content of materials accessed through the Internet.

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. It is important that you read the school's Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

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,

Kevin O' Donnell (Principal)

I/We the parents/guardians of _____, give
permission for my/our child/children to have access to the Internet in Scoil Aodán Naofa

Signed: _____

Date: _____