Scoil Mhuire Gan Smál
Clondulane N.S.
Phone (025) 32863

Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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 the 1st November 2004 by the Staff of Clondulane N.S. It was reviewed in January 2008, again in January 2017 and also in May 2017.

School's Strategy

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

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly 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 memory sticks or CD-ROMs in school requires a teacher's permission.

- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information.
- 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.

Email

- Students will use appropriate email 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 or other electronic communication forums 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.
- Face-to-face meetings with someone organized via Internet chat will be forbidden.

School Website

The school has a website for sharing information about the school online. Children's work may be uploaded on to the website. In this case;
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 the 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.

Personal Devices

Students using their own technology in school should follow the rules set out in this policy. They will only use personal hand held/external devices (mobile phones/USB devices etc.) in school if they have permission.

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 2013
- 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.

Use of School Property by School Staff

School staff should use school IT devices for school business only and can have no expectation that material on the school computers is private.

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.

Ratification

This policy was ratified by the Board of Management in May 2017. It will be reviewed as necessary.

Policy adopted by the BOM on _____

Signed: _____ Chairperson