Howth Primary School

Scoil Mhuire – Beann Eadair
Roll No: 18080A

Internet
Acceptable Use Policy

Scoil Mhuire Howth_Primary School

Aim of Acceptable Use Policy (AUP)

In accordance with the school mission statement and motto *Ar aghaidh le chéile,*Scoil Mhuire recognises the potential of ICT as an invaluable cross-curricular teaching and learning resource. The aim of this Acceptable Use Policy is to maximise that potential by ensuring 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and Scoil Mhuire Code of Behaviour and Discipline – will be imposed.

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 and will be regularly updated.
- The school will regularly monitor pupils' Internet usage
- 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 floppy disks, 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 may not intentionally visit Internet sites that contain obscene, illegal, hateful
   or otherwise objectionable materials.
- Students must report accidental accessing of inappropriate materials in accordance
   with school procedures
· Students may use the Internet for educational purposes only.
· Students may not copy information into assignments and fail to acknowledge the
   Source (plagiarism and copyright infringement)

- Students must 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 of the Internet, including distributing or receiving information, school-related or personal, may be monitored for unusual
   activity, security and/or network management reasons.

Email
· Students do not have school email accounts and may only use approved email accounts
   under supervision by or permission from a teacher
· Students may not send or receive any material that is illegal, obscene, defamatory or
   that is intended to annoy or intimidate another person.
· Students may not reveal their own or other people's personal details, such as addresses
   or telephone numbers or pictures.
· Students must never arrange a face-to-face meeting with someone they only know
   through emails or the internet
· Students must note that sending and receiving of email attachments is subject to
   permission from their teacher.

Internet Chat
· Students may only access chat rooms, discussion forums or other electronic
   communication forums that have been approved by the school.
· Such chat rooms, discussion forums and other electronic communication forums may
   only be used for educational purposes and will always be supervised.
· Usernames must be used to avoid disclosure of identity.
· Face-to-face meetings with someone organised via Internet chat is forbidden.

School Website / Weblogs
- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the
   World Wide Web.
- School / Class website / weblogs will be regularly checked to ensure that there is no
    content that compromises the safety of pupils or staff
- Website using facilities such as guestbooks, noticeboards or weblogs 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.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips focusing
    on group activities only. Content focusing on individual students will not be published on the school website without parental permission.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the full names of individuals in a photograph

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

Legislation
Parents' attention is drawn to the following legislation:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Bill 1998
- Interception Act 1993
- Video Recordings Act 1989
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures
The school will inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet.

Sanctions
Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion in accordance with Scoil Mhuire Code of Behaviour and Discipline. The school also
reserves the right to report any illegal activities to the appropriate authorities.

Development and Review
This version of the AUP was first revised in April 2011 by John Chambers, Principal, Helen Mulligan, ICT Co-ordinator and Muireann Ridge, and subsequently revised as detailed below. It forms a section of Scoil Mhuire Information and Communications Technology Policy which has been ratified by the School Board of Management. The school will revise the AUP as deemed necessary. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The above has been ratified by the Board of Management, Scoil Mhuire N.S. Howth, 18080A

Date of Implementation for original policy   :_   16/06/03

Reviewed: 29/03/04

Reviewed: 09/06/08

Reviewed: 24/02/14

Reviewed: _____

Permission Form

Howth Primary School
Scoil Mhuire, Beann Eadair

Please complete and return this permission form to the Principal.

Name of Pupil: Class/Year:

Pupil:
I agree to follow the Acceptable Use Policy on the use of the Internet. I will use the network and Internet in a responsible way and observe all the restrictions 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 Internet Acceptable Use Policy and grant permission for my son or daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent Signature: Date:

Telephone:

Address:

School Website:
I understand that, if the school deems it appropriate, my daughter/son's schoolwork may be chosen for inclusion on our school's website to be published on the Internet. My daughter/son's picture may also be published on the school website. Student photographs or work will be identified by first name only. The pupil continues to own the copyright on any work published. Please sign to confirm that you are aware of this.

Parent Signature: Date: