

Internet Acceptable Use Policy

School Name: Naíscóil San Lughaidh

**Address: Park Road,
Monaghan**

The aims of this Acceptable Use Policy are to

- Ensure that pupils and staff will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.
- Promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

The AUP was created by school staff. It was revised in March 2009 and again in March 2010. This AUP was last updated in May 2013.

It has been agreed by Parents Association and approved by the B.O.M.

It is envisaged that the AUP will be reviewed 2015.

.....

School 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

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- All personal floppy disks, CD-ROMs, DVDs or other removable storage devices (e.g. memory cards/sticks etc.) belonging to staff must be scanned before use in school. Use of personal floppy disks, CD-ROMs, DVDs etc. by pupils will not be permitted.
- Internet sessions will always be supervised by a Teacher.
- Websites will be previewed and evaluated before being integrated into lessons.
- All users 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.
- Pupils will be taught about acceptable Internet use and safety in an age appropriate way.
- If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the Principal.

World Wide Web

- Owing to the young age of the children in our care (4-7 years old) access to the Internet will be by adult demonstration except for occasional pupil access to specific approved on-line materials which will be directly supervised by a Teacher.
- No user will knowingly visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Any accidental access of these sites will be reported to a teacher or the Principal.
- All users will use the Internet for educational purposes only.
- All users will be familiar with copyright issues relating to online learning. Users will not upload, download or transmit any copyrighted material.
- Pupils will never disclose or publicise their own or other peoples personal information.

Email

At present we do not have email accounts for any pupils. However, if and when we set up pupil email accounts

- Pupils below first class will not have access to email.
- First class users will be supervised and will use only approved whole class or group email.
- Pupils will only send email to other email accounts within the school.
- Pupils must not reveal personal details of themselves or others, such as addresses, telephone numbers or pictures.
- Pupils must never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils will not be permitted to send or receive email attachments.
- No user will send or knowingly receive any material that is illegal, obscene or defamatory, or that is intended to annoy or intimidate another person.

Internet Chat

- Pupils will not have access to chat rooms, discussion forums or other electronic communication forums.
- Chat rooms, discussion forums and other electronic communication forums will be used by staff for educational purposes only.

School Website

We now have a fully developed and operational school website.

- Pupils will be given the opportunity to publish school work, artwork or school news items on the school website.
- 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. Pupils will continue to own copyright on any work published.
- Publication of pupils' work will be coordinated by a teacher.
- Personal pupil information and contact details will not be published on school web pages.
- Photographs and video clips will focus mainly on group activities and will not include pupils' full names. Photographs of an individual pupil will not be published on school website without prior parental consent.

Legislation

The Data Protection (Amendment) Act 2003 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act the school will only publish pupil information relevant to the context of the web pages.

The school will supply information on the following legislation relating to use of the Internet if required.

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

Support of Staff And Parents

All staff including teachers, classroom assistants and ancillary staff will be provided with the school policy on Internet use. The terms of Acceptable Use Policy must be accepted before using any Internet resource in school.

Parents' attention will be drawn to the School Internet Policy in newsletters, school brochure and on enrolment forms.

Privilege

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege may be withdrawn. The school also reserves the right to report any illegal activities to the appropriate authorities.

Implementation:

This policy will be implemented in May 2013 and reviewed in May 2015

Ratification

This policy was ratified by the B.O.M on 13th May 2013.

Board of Management Chairperson

Fr. Stephen Joyce