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| St.Colman’s N.S | |
| Acceptable Use Policy | |
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**Acceptable Use Policy**

**Aims & Objectives**

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP will be imposed.

It is envisaged that the AUP will be revised annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

**School’s Strategy**

Educationalists 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.

St. Colman’s National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. The 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 minimise the risk of exposure to inappropriate material.
* Two different levels of filtering will be available: one for staff and one for students these will be filtered by the PDST.
* Students are not permitted to use the camera on their devices only under the direction of the teacher. Under no circumstances are students allowed to take photos of other students.
* The school will regularly monitor pupils’ 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 personal CR ROM’s or USB keys in school requires a teacher’s permission.
* Students will observe “netiquette” (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
* Teachers will educate students about the proper and responsible use of the internet by using resources such as webwise.

**World Wide Web**

* Internet will be used for educational purposes only
* Internet sessions will always be supervised by a teacher
* Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
* Filtering software will be used to minimise the risk of exposure to inappropriate material
* The school will regularly monitor pupils’ internet usage
* Pupils will be taught lessons in the area of internet safety
* Pupils will be taught to evaluate the content of internet sites
* Teachers will be made aware of internet safety issues
* Uploading and downloading of non-approved material is banned
* Virus protection software will be used and updated on a regular basis
* The use of non-school electronic equipment in school is not permitted e.g iPods, Smart watches etc.
* Pupils will observe good “netiquette” (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will be familiar with copyright issues relating to online learning.
* 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.

**E-mail**

If pupils are allowed to use email, the following rules will apply:

* Email will be used for educational purposes only
* Students will only use approved class email accounts under supervision by or permission from a teacher
* Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
* Pupils will not send text messages to or from school email
* 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.

**Internet Chat**

Students are not permitted to use internet chat rooms.

**Sanctions**

Misuse of the Internet 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.

**School Website & Facebook**

Designated teachers will manage the publication of material on the school website and Facebook account.

* Personal pupil information, home addresses and contact details will not be published on the school website
* Class lists will not be published
* Pupils’ full names will not be published beside their photograph
* Digital photographs, video clips and audio clips will focus on groups and group activities
* Pupils will be given an opportunity to publish projects, artwork or school work on the school website
* Teachers will select work to be published and decide on the appropriateness of such
* Permission to publish a student’s work will be sought from pupils/ parents/ guardians on enrolment. This permission may be withdrawn at any time.
* Pupils will continue to own the copyright on any work published.

**Education**

St. Colman’s National School will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

* NCTE Internet Safety Awareness Video
* Use of the ‘Kids’ section on the [www.webwise.ie](http://www.webwise.ie) website
* SAFT Internet Safety Awareness Education Programme and exemplars

**Filtering**

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed.

St. Colman’s National School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

# Firewalls

Windows has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. St. Colman’s National School has installed firewall software.

**Cyber-Bullying**

**Information for pupils:**

If you are being bullied by phone or on the Internet:

* Remember, bullying is never your fault. It can be stopped and it can usually be traced.
* Don‛t ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.
* Try to keep calm. If you are frightened, try to show it as little as possible. Don‛t get angry, it will only make the person bullying you more likely to continue.
* Don‛t give out your personal details online – if you are in a chat room, do not say where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you to build up a picture about you.
* Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.
* If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender
* There is plenty of online advice on how to react to cyber bullying. For example,

Ie.reachout.com and www.wiredsafety.org have some useful tips.

**Text/video messaging**

* You can easily stop receiving text messages for a while by turning-off incoming messages for a couple of days. This might stop the person texting you by making them believe you‛ve changed your phone number
* If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
* Don‛t reply to abusive or worrying text or video messages.
* Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.
* Don‛t delete messages from cyber bullies. You don‛t have to read them, but you should keep them as evidence.

**Useful Websites**

[www.spunout.ie](http://www.spunout.ie) [www.childnet.int.org](http://www.childnet.int.org)

[www.kidsmart.org.uk/beingsmart](http://www.kidsmart.org.uk/beingsmart) [www.antibullying.net](http://www.antibullying.net)

[www.bbc.co.uk./schools/bullying](http://www.bbc.co.uk./schools/bullying) <http://ie.reachout.com>

[www.childline.ie/index.php/support/bullying/1395](http://www.childline.ie/index.php/support/bullying/1395) [www.abc.tcd.ie](http://www.abc.tcd.ie)

[www.chatdanger.com](http://www.chatdanger.com) [www.sticksandstones.ie](http://www.sticksandstones.ie)

[www.kidpower.org](http://www.kidpower.org)

Date: …………………………….

**Re: Internet Permission Form**

Dear Parent/Guardian,

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

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

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.***

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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms Kelly and staff

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mrs. M.O’Donoghue

Chairperson B.O..M.

Name of Pupil:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil**

I agree to follow the school’s ***Acceptable Use Policy*** on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Pupil’s Signature)

**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. 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.

**I accept the above paragraph I do not accept the above paragraph**

(please tick as appropriate)

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

**I accept the above paragraph I do not accept the above paragraph**

(please tick as appropriate)

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

(Parent/Guardian)

**Child/Children’s Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class(es)**

**Ratification**

Plan reviewed on the September 2015

Plan ratified by ……………………………………………. Dated: ………………

(on behalf of Principal and staff)

Plan ratified by ……………………………………………… Dated: ………………

(on behalf of the Board of Management)

Plan ratified by: ……………………………………………….. Dated: …………….

(on behalf of the Parents Association)