

St. Margaret's N.S. Internet Acceptable Use Policy.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

School's Strategy

The school will employ the following strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

General

- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise 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 personal disks 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 use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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 approved class email accounts 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

- The school will not permit the use of Internet Chat Rooms.

School Website

- Designated teachers will manage the publication of material on the school website.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- 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.
- Digital photographs, audio or video clips will focus on group rather than individual activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.

- Pupils will continue to own the copyright on any work published.

Photography in School

It is our custom to take photographs of the children partaking in school activities and which may be used for school purposes.

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

This information will be available on the school.

Support Structures

Through its website, the school will inform students and parents of key support structures and organisations 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. The school also reserves the right to report any illegal activities to the appropriate authorities.

This is the approved Internet Use Policy of the Board of Management of St Margaret's N.S with effect from September 2009 and onwards.

INTERNET USE PERMISSION FORM

Please review the attached School Internet Acceptable Use Policy, sign and return this permission form to the Principal.

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.

Pupil's Signature: _____ Date: _____

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: _____

In relation to **School Photos**, I accept that, if the school considers it appropriate, my child's photo may be used for school purposes only.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ **Date:** _____

INTERNET USE PERMISSION FORM

Please review the attached **School Internet Acceptable Use Policy**, sign and return this permission form to the Principal.

Name of Pupil: _____

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.

(Please tick as appropriate)

YES NO

School Website:

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.

(Please tick as appropriate)

YES NO

Photos:

In relation to **School Photos**, I accept that, if the school considers it appropriate, my child's photo may be used for school purposes only.

(Please tick as appropriate)

YES NO

Testing:

During your child's time in St Margaret's N.S. he/she will undergo various diagnostic / educational tests. I give permission for these tests to be carried out.

(please tick as appropriate)

YES

NO

Signature: _____ *Parent/Guardian*

Date: _____