

## Acceptable Use Policy



# GREYSTONES Educate Together

**Address:** BLACKLION, GREYSTONES, CO. WICKLOW

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that Staff, Board of Management and the P.A. will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **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 and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Personnel of 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions e.g. cyber bullying, 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
- copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- disclose or publicise personal information.
- download materials or images which are not relevant to their studies.
- interfere with another person's files, user name or passwords.
- upload, download or transmit material that is copyrighted.

### **Students will:**

- use the Internet for educational purposes only.
- report accidental accessing of inappropriate materials immediately.
- 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 only use approved class email accounts under supervision by or permission from a teacher. As of the formulation of this policy, there are no individual accounts and no plans to create them. If this changes there will be a note sent out to parents informing them of this change. The following rules will apply.
- 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 unsupervised use of chat functions is prohibited. If permission is given by the supervising teacher for the use of Internet Chat functions, the following principles will apply:

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.

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- 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 organised via Internet chat (for the interim) will be forbidden e.g. in the case of twinning with other schools.

## **School Website (NCTE)**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear school policies (e.g. the anti-bullying policy) and approval processes regarding the content that can be loaded to the school's website
- The website **greystoneset.ie** will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff or that it does not contain personal details or objectionable material.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details or objectionable material
- The publication of student work will be co-ordinated by a teacher and approved by the Principal or Deputy Principal.
- 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the website without parental permission. Video clips may be password protected.
- Personal pupil 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 individuals in a photograph.
- The school will ensure that the image files are appropriately named ...will not use pupil's names in image files or alt tags , if published on the web.
- Pupils will continue to own the copyright on any work published.

### **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.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission.. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.

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- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## 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 with a mobile phone camera, still or moving is Prohibited.

## 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

(These can all be found on the Website Bulletin Board )

## 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.

## Sanctions

Misuse of the Internet will 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.

Policy last updated 12/10/2010

Ratified by Board of Management on \_\_\_\_\_

Signed by: \_\_\_\_\_ (Chairperson)

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

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**Permission Form**

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

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

**Class/Year:** \_\_\_\_\_

**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:** \_\_\_\_\_