ICT Acceptable Use Policy

Greystones Educate Together National School (GETNS) recognises that access to Information and Communication Technology gives our pupils enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, GETNS provides access to ICT for use by pupils.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviour that our pupils are expected to follow when using school technologies.

The AUP aims to ensure that pupils will benefit from the learning opportunities afforded by the schools Internet and other technology resources in a safe and effective manner. Internet use and access to technology is considered a school resource and a privilege. Therefore if the AUP is not adhered to, this privilege may be wholly or partially withdrawn, and appropriate sanctions will be imposed.

It is envisaged that the Staff, Board of Management and the Parent's Association will revise this AUP periodically, as technologies and uses change and evolve, and to comply with any changes in legislation.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Technologies Covered

GETNS may provide students with Internet access, desktop computers, laptop or tablet devices, digital imaging equipment, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge, GETNS may provide access to those. Access to new technologies will be examined for educational benefit before their use in school is permitted.

GETNS ICT Network

GETNS computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted and filtered by the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Pupils are expected to respect that the content filter is a safety precaution, and should not try to circumvent it when accessing the Internet. If a site is blocked and a pupil believes it should not be, the pupil can ask his/her teacher to submit the site for review. This is done via the Professional Development Service for Teachers – Technology filtering service BrightCloud.
- Misuse of school resources may result in disciplinary action as outlined in the "Violations of this AUP" section later in this policy.
- GETNS makes all reasonable efforts to ensure pupils' safety and security online, but will not be held accountable for any harm or damages which result from misuse of school technologies

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 or special needs assistant. Such supervision will be in a regular group setting: one teacher/SNA may be supervising several pupils.
- Access to online content is restricted and filtered by the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Personnel of the school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety on a bi-yearly basis.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used on all school computers and updated on a regular basis
- The use of pupil's personal data storage devices (e.g. flash drives, USB hard disks) with school computers is not normally permitted. In certain circumstances (e.g. Special Educational Needs pupils using specialised computer equipment) this may be permitted, but only as directed by their teacher or SNA.
- Teachers will ensure that Internet activities are age appropriate

World Wide Web

Pupils will not:

- Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material
- Disclose or publicise personal information
- Download materials of images which are not relevant to their studies
- Interfere with another person's files, username or passwords
- Upload or transmit material that is copyrighted

Pupils will:

- Use the Internet for educational purposes only
- Report accidental access of inappropriate materials immediately

Email and Online Collaboration

GETNS recognises that online collaboration is essential to education and may provide pupils age-appropriate access to a variety of online tools that allow communication, sharing and collaboration.

Pupils are expected to communicate with the same appropriate, safe and courteous conduct online as offline.

The unsupervised use of chat or messaging functions is prohibited. If permission is given by the supervising teacher for the use of Internet chat/messaging functions, the following principles will apply:

- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school. A list of such approved services will be maintained by the school.
- Chat rooms, discussion forums and other electronic communication channels will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity

If email access is provided, pupils may only use approved email accounts under supervision, or after gaining permission from a teacher. Pupils should note that email usage may be monitored and archived.

Currently GETNS does not provide individual email addresses for pupils' use. No such accounts will be created without consultation with the parent body, and a revision of this policy.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules can be found in the GETNS existing Code of Behaviour.
- Pupils should not post anything online that they would not want their friends, their parents or their teachers to see.
- Pupils should remember that once something is posted online, you cannot un-post it, and it can sometimes be shared and spread in ways they did not intend.

Plagiarism

- Pupils should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author
- The school will encourage students who create original content to claim ownership of it using a Creative Commons licence. A Creative Commons license is a form of open source license which allows the creator of original material to state their ownership of the material, while allowing others to legally share and build on that material[1].

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of

- A teacher if you are at school
- A parent / guardian if you are at home

If this happens, the children involved should be reassured that all efforts will be undertaken to ensure that this will not happen again. If it happens in school, the parents/guardians will be notified and the National Centre for Technology in Education will be informed so that appropriate adjustments to site filters can be made.

Furthermore,

- Pupils should never share personal information about themselves or others, including addresses, phone numbers, dates of birth, or names over the internet without adult supervision
- Students should never agree to meet someone they meet online in real life without the permission of their parent or guardian.

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[1] For information on Creative Commons licenses, see http://creativecommons.org/licenses/

Cyber Bullying

Harassing, denigrating, impersonating, tricking, excluding or name calling online are all examples of cyber bullying.

- Such bullying will not be tolerated in GETNS.
- Don't be mean. Don't send messages or post comments or photos with the intention of scaring, hurting, or intimidating someone else, or which someone else might interpret as hurtful or intimidating.
- Engaging in any online activities intended to harm, physically or emotionally, another person will result in severe disciplinary action and loss of privileges.
- Remember that your Internet activities in school are monitored and retained.
- GETNS will support pupils, teachers and parents in dealing with cyber-bullying. GETNS is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

School Website

Pupils will be given the opportunity to publish projects on the school website or on other carefully selected websites. These projects must:

- Be approved and overviewed by the teacher, in accordance with clear school policies (this Acceptable Use Policy, the Anti-Bullying Policy, the GET NS Code of Behaviour and Discipline, and other policies as may be appropriate)
- Have approved parental permission before publishing to the website.
- The publication of pupils' work will be co-ordinated by a teacher and reviewed by the Principal or Deputy Principal.
- The website **greystoneset.ie** will be regularly checked by staff to ensure that there is no content that compromises the safety of pupils or staff.
- No personal pupil information (such as full name, home address or contact details) will be published on the school website.
- The website facilities such as guestbooks, noticeboards or weblogs will be monitored by staff to ensure that they do not contain personal details or objectionable material
- Pupils' work will appear in an educational context on Web pages. Pupils' work will be accompanied by a Creative Commons license (Attribution-NonCommercial-ShareAlike).
- Content focusing on individual students will not be published. Instead, photos, audio and video clips will focus on group activities and these will be published on the website, with parental permission, which is obtained through the school's standard application procedures.
- The school website will not publish the full name of pupils in any multimedia file, i.e. photos, videos. First names only may be used.

- The school will ensure that multimedia files are appropriately named, and do not contain any full names in both file names or ALT tags

Personal Devices

Personal technology (radios, mp3 players, iPads, game consoles, cameras, etc) are not permitted in school.

Connection of personal computing devices to the school network is strictly prohibited.

In general, pupils are not permitted to have mobile phones in school.

GETNS recognises that in certain exceptional circumstances a parent or guardian may wish a child to have a mobile phone. In this case:

- The parent should inform the school office that their child will be in possession of a phone
- The phone must not be switched on during class time or break time.

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 School Website Bulletin Board)

Support Structures

These websites offer students and parents information on key support structures and organisations that deal with illegal material or harmful use of the Internet.

The following links can also be found on the 'Bulletin Board' section of the website.

- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/

Violations of this AUP

Violations of this policy will result in disciplinary action. Such disciplinary action may include:

- Notification of parents/guardians
- Written warnings
- Withdrawal of access privileges

In extreme cases violation of the policy may result in suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Revision History

Version	Date	Comment
2.0	17 Oct 2013	Reworked previous AUP
2.1	12 Nov 2013	Updated after receipt of review comments.
2.2	6 Dec 2013	Updating following review by Staff and PA

Timetable for review:

It is the intention of the BOM to review this policy from time to time. In this regard, feedback from all members of the school community is encouraged. Feedback may be provided by email to **getnsboard@gmail.com** or by letter to the school office, addressed for the attention of the Board of Management.

Ratification

Ratified by Board of Management on **17 December 2013**

Signed by: _____

(Chairperson)

Date: _____

Pupil's Declaration

This form may be completed by senior pupils after the Acceptable Usage Policy has been explained to them by their parents/guardians and by the class teacher. The form is a useful way of ensuring that the guidelines have been explained to the pupils.

Name of Pupil:

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Class/Year:

_____

I agree to follow the school's policy on the Acceptable Use of the Internet and of the school's computer resources.

I will use the Internet in a responsible way, and follow all the rules and guidelines as explained to me by the school.

Pupil's Signature:

_____

Date:

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