



Scoil Chlíodhna CNS



**Scoil Chlíodhna Community National School (CNS),
Carrigtwohill GAA, Carrigtwohill, Co. Cork.**

Acceptable Use Policy

Introduction

Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Scoil Chlíodhna CNS is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This document outlines the school's policy on permitted usage of the internet. The policy applies to all internet users of CNS schools and all methods of internet access, including desktop computers, laptop computers, mobile telephony, tablets, personal digital assistants (PDA's) and other devices capable of accessing the internet.

Aims

The aim of our Acceptable Use Policy (AUP) is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Strategies

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

The strategies are as follows:

General

- Internet sessions will always be supervised.

- Filtering software (filter level 6) will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupil's Internet usage.
- Students will not have access to staff passwords.
- 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 DVDs or other digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute

World Wide Web

- Teachers will select sites which will support pupil's learning. Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must tell a teacher immediately if they encounter any material that is inappropriate or material that makes them feel uncomfortable.
- Students will use the internet for educational purposes only.
- Student laptops and desktops will be set to a child friendly homepage e.g. www.safeseachkids.org
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies is in direct breach of the school's AUP.
- 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.

School Website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the world wide web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, notice-boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- 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 focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.
- 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 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.

Communication Technologies:

The following Communication Technologies are **not allowed in the school:**

- Use of mobile phones (mobile phones must be turned off in the bottom of school bags during school hours)
- Taking photos on mobile phones or other camera devices
- Use of hand held devices e.g. PDAs, PSPs
- Use of personal email addresses in school or on the school network
- Use of chat rooms/facilities
- Use of instant messaging
- Use of social networking sites
- Use of blogs

Whole Class Internet Sessions/Browsing:

- The use of blogs, social networking sites etc. may be used on a whole class basis by the teacher. This will be done on the interactive whiteboard and will be for educational purposes only.
- Teachers may wish to use images to inform teaching. If carrying out an image search using a search engine, teachers will ensure that their interactive whiteboards are set to 'no show' until they have found the appropriate image to inform his/her teaching. This will ensure that the students are not exposed to any inappropriate results.
- YouTube™ is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube™, teachers must ensure that their interactive whiteboards are set to 'no show' and that the audio is switched off/muted until he/she has found the appropriate video to inform his/her teaching or for recreational purposes. This will ensure that the students are not exposed to any inappropriate results/advertisements. Teachers will have previewed any video segment in advance of showing it to the whole class.

Legislation:

The school will provide information on the following legislation relating to use of the internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993 <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989: <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>
- The Data Protection Act 1988: <http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

Support Structures:

Teachers will give instruction on appropriate use of the internet and how to use it safely. Websites offering support and advice in the area of internet safety have been listed on the “favourites” menu of each computer connected to the internet. The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/>
- Think Before You Click www.thinkb4uclick.ie
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

The following guides/manuals are available in school:

- Webwise Primary Teachers Handbook (National Centre for Technology in Education)
- Webwise AUP Guidelines (National Centre for Technology in Education)
- Think before You Click ‘Empowering Students to be Effective, Autonomous and Safe Users of New Media’ (National Centre for Technology in Education)
- ICT Framework Guidelines (National Council for Curriculum and Assessment)

Sanctions:

Misuse of the internet may 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.


Ratification and Review:

This policy was ratified by the BoM/single manager on _____. It will be reviewed annually and when needed.

Parent/Guardian

Parent/Guardian

Name (Please Print):



Signature:

Child's Name:

Date:
