

ACCEPTABLE USE POLICY

(AUP)



Scoil na mBuachaillí

Clonakilty Boys National School





AIMS / PURPOSES

1. The aim of this policy is to inform staff, children and parents about the issues surrounding the use of the Internet and Email in our school.
2. To create an awareness in staff, pupils and parents of the dangers surrounding internet/email usage.
3. To educate all regarding the veracity of information found on the internet - i.e. to be critical of the veracity of information found in websites.
4. 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.

PROCEDURES/GUIDELINES

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

This version of the AUP was created in December 2004, April 2005 and October 2005. Updated in August 2009. Again in March 2010. Again in February 2011, 2012 and 2013.

APPENDIX 1

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 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)

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son's work may be published on the school Web site. I also agree that photographs that include my son may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. 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)

PARENT'S SIGNATURE: _____

DATE: _____

I will not bring software or disks into school without permission.

I understand that the school may check my computer files and the Internet sites I visit.

I will only e-mail people I know, or my teacher has approved.

The messages I send will be polite and sensible.

I will not give my home address or phone number, or arrange to meet someone.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

I will not use Internet chat.

I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of E-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text or imagery.

RESOURCES

- This policy will be circulated to all families in the school.
- It is hoped that all parents will actively support this policy.
- A permission form will accompany each policy and must be completed by each family.

MONITORING/EVALUATION/REVIEW

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise.

This policy was first drawn up on December 2004 , April 2005 and October 2005, August 2009, March 2010, February 2011, February 2012, February 2013, September 2013

School's Strategy

The school will employ 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. This will be implemented by the use of the new Broadband Programme for school being introduced by the Department of Education and Science/NCTE.
- 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. If PCs are connected directed to the Internet it is hoped that the update will be done automatically.
- The use of personal CD-ROMs, memory sticks or DVD –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

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- 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 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.

How will pupils learn to evaluate Internet content?

- Information received via the Web, e-mail or text message also requires good information handling skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read. A whole curriculum approach may be required.
- Ideally inappropriate material would not be visible to pupils using the Web but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example, to close the page and report the URL to the teacher or ICT manager for inclusion in the list of blocked sites.
- More often, pupils will be judging reasonable material but need to select that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques including the use of subject catalogues and search engines. They should be encouraged to question the validity, currency and origins of information – key information handling skills. They should also use alternative sources of information for comparison purposes. Looking for the author's name, date of revision and whether others link to the site is a start. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas.
- Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught. Methods to detect plagiarism may need to be further developed.

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 be accessed via the www.ncte.ie website.

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.

The Board of Management/Parents' Association will organise information meetings on Safety on the Internet.

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.

Internet at Home

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.

Permission Form

Please see Appendix 1. This will be given to all children in the school and thereafter to new pupils when they enrol.

Responsible Internet Use

These rules will help us to be fair to others and keep everyone safe.

I will ask permission before using the Internet.

I will not look at or delete other people's files.

the individual user. Discretion and professional conduct is essential.

- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

Staff Development

Mr. David O'Brien (Post of Responsibility Holder) has responsibility for monitoring new developments in IT. He will assist teachers if necessary to access to current research, reference books, resource materials, web-sites dealing with IT.

Roles and Responsibilities

Mr. David O'Brien will co-ordinate the progress of the plan, encourage and accept feedback on its implementation and report to staff on findings.

The plan will be monitored at staff meetings (led by Mr. O'Brien), School Development Planning meetings and occasionally at Board of Management meetings.

All new teachers will be given a copy of this policy by SESE Coordinator - Mr. David O'Brien (Post of Responsibility holder).

How will parents' support be enlisted?

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home. One way might be to help parents to understand more about ICT themselves - perhaps by running courses for them (although the implications for resources will need to be considered).

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

Responses

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- The following statements will require adaptation according to the pupils' age:
 - Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
 - Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
 - Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

Email

At present only teachers are allowed to access email accounts and **it is not envisaged that children would have access to email.** Therefore the information below will only apply **if and when** children have access to email. All classrooms (via the teacher) have their own email address.

This will only apply **if and when** email and Internet Chat is allowed.
This is not envisaged at present.

- 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 or arrange to meet anyone in email communication.
- 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.
- Students may only use approved e-mail accounts on the school system.

- Students must immediately tell a teacher if they receive offensive e-mail.
- Whole-class or group e-mail addresses should be used at Rang 2 and below.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Internet Chat

At present the children are not allowed to access chat rooms and it is not envisaged that children would have access to chat rooms. Therefore the information below will only apply **if and when** children have access to chat rooms.

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

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher/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.
- Digital photographs, audio or video clips of **students will not be published with names** on the school website. Instead photographs, audio and video clips will focus on group 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.
- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will only be in a group setting. Individual photographs of children will not be published.
- Pupils' names will not be used in association with photographs.
- The principal or ICT Coordinator or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.

The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

How will the policy be introduced to pupils?

Many pupils are very familiar with Internet use and culture and it would be wise to discuss the School Internet Policy with them.

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the SPHE programme covering both school and home use.

How will staff be consulted?

It is important that teachers and Special Needs Assistants are confident to use the Internet in their work. The School Internet Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

Internet use is widespread and all staff including administration, caretaker, should be included in appropriate awareness raising and training.

- All staff must accept the terms of the 'Acceptable Use Policy' before using any Internet resource in school.
- All staff including teachers, special needs assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to