

Internet Safety: Acceptable Use Policy (AUP)

(Updated September 2017)

Scoil Mhuire Sóisearach, Ballymany, Newbridge, Co. Kildare

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. It is envisaged that school and parent representatives will revise the AUP at regular intervals as needs arise.

While internet access is very limited for children in the school, it is important that appropriate measures are in place to ensure safe usage of ICT.

This policy will be shared each year with all parents of incoming Junior Infant children. It will be circulated to staff on an annual basis and given to all new staff members on commencement of a contract within the school. The policy will also be published on the school website.

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

This version of the AUP was created on 30.09.2017 subject to Board of Management approval.

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.
- Offline sessions using ICT devices such as tablets 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.
- The PDST firewall will also be used across the school's broadband network to prevent accessing online content which has not been deemed appropriate.
- 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.
- App locking software will be used on school tablets to prevent children from accessing certain settings and using certain apps.
- Apps used for educational purposes will generally be offline and will not allow for internet access.

World Wide Web

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in accordance with school procedures.

Students will use the internet for educational purposes only.

Students will never disclose or publicise personal information.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Email

Students will not be given access to school email.

Staff email accounts will be password protected.

Internet Chat

Students will only have access to online chat, (e.g. Skype) as a whole class activity. They will only be used for educational purposes and will always be led and supervised by a teacher.

School Twitter accounts will be managed by teachers only.

Publishing of work

Students will not be given the opportunity to publish school work on the World Wide Web. Such content related to students' work will only be published by teachers in accordance with this policy. The website and Twitter will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

The publication of student work [which term in this Policy shall be deemed to mean written/digital/ and/or oral material produced by the student during his/her school day and photographs videos and/or images of the student engaged in school activities] will be co-ordinated by a teacher. Students' work will appear in an educational context only.

Images uploaded to the school website will be automatically watermarked with a copyright notice prohibiting the copying of such work.

Photographs

There is an important value in the use of photographs of children engaged in school activities being posted on the internet. The school will use digital photographs, audio or video clips of children (Individual –group –identified/unidentified) focusing on group activities.

Where photographs of individual children are used, the child's face will not be visible in the photograph. Personal student information including home address and contact details will be omitted from all internet posts.

The school will only publish the first names of children in a group photograph.

The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.

Students will continue to own the copyright on any work published.

If a parent does not wish to have their child's photograph published on the website or in other media they must advise the school and the teacher in writing at the beginning of each school year.

Photographing school events

For parents and visitors to the school the taking of photographs /videos of other children and/or teachers and/or parents should not occur without the parent/teacher giving his/her prior approval. In addition such a photograph should not without the prior approval of the parent/teacher be posted to a website or other online facility, copied, sold, or otherwise exploited. Breach of the foregoing will be regarded as a breach of the schools acceptable use policy.

Personal Devices

Students are not permitted to use their own technology in school, except in rare circumstances where a child needs to use an electronic device to enable curriculum access.

Legislation

Teachers, students and parents should familiarise themselves with information on the following legislation relating to use of the Internet:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988