



'Acceptable Use Policy' on the use of the Internet

This policy was originally developed during 2009-2010 by teachers of Killina National School. It was updated in February 2019. The aim of this AUP 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the Board of Management and Teachers will revise the AUP every three years or sooner, if the need arises. Before signing, the AUP should be read carefully to indicate that the content is acceptable and understood.

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:

- A teacher will always supervise Internet sessions.
- Websites will be previewed/evaluated by the class teacher before being integrated into lessons.
- Access will be allowed only to sites approved by the class teacher.
- Teachers will include lessons on safe internet usage as part of the SPHE curriculum. Parents will also be encouraged to access Webwise (Safer Internet Usage) resources.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor pupils' Internet usage by checking user files, temporary Internet files and history files.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal devices or personal software in school is not allowed.
- The use of personal memory devices is permitted for school related activities at the discretion of and under the supervision of the class teacher.

World Wide Web

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to a teacher.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only. Internet Chat Rooms or Social Networking sites will not be accessed at any time.
- Students will not disclose or publicise personal or confidential information for example: classmate's home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will be aware that any usage, including distributing or receiving of any 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 and permission of 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 refrain from sending on chain letters or forward messages without the permission of the sender.
- Students will not reveal their own or other people's personal details; such as address or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Web 2.0

With the advent of Web 2.0, the Internet has become a two-way communication system for the school and the wider community. Services such as YouTube, ClassDojo, Twitter and other social media may be used for communication purposes. These services, although not owned by Killina National School, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's Twitter account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social

media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher. Children will not be allowed to use their own personal accounts for social media.

- Please do not “tag” photographs or any other content which would identify any children or staff in the school.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Requests to delete these comments will be issued.

School Websites

- Pupils may be given the opportunity to publish projects, artwork or school work on the Internet.
- A teacher will coordinate the publication of student work.
- Pupil’s works will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without expressing written permission.
- Photographs of individual students will not be published on the school’s website (without consent). Instead photographs will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The website will be regularly checked to ensure that there is no context that compromised the safety of pupils or staff.
- The school will own the copyright on any work published.
- GDPR guidelines are strictly enforced in the school and parents have agreed to this in writing.

Legislation

For your information legislation relating to the use of the internet includes:

- GDPR (General Data Protection Regulations) 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Data Protection Active

The Data Protection Acts, 1998 and 2003 and the GDPR legislation (2018) were passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with this legislation, the school will only publish information that is relevant to the context of the web page.

Sanctions

Misuse of the Internet may result in disciplinary action as outlined in the schools Code of Behaviour and Discipline, including written warnings, withdrawing 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.

Implementation and Review

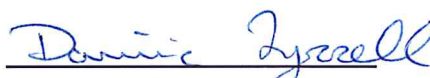
This policy will be implemented immediately in St. Oliver Plunkett National School with the support of the Board of Management. It will be reviewed again in 2021-22 school year or sooner if deemed necessary.

Ratification

The policy was ratified by the Board of Management on 25th February 2019.

Signature: 
(Chairperson of BOM)

Date: 25/2/2019

Signature: 
(Principal)

Date: 25/2/2019