Acceptable usage policy

**School:** Skerries Educate Together national school

**Address**: Kelly’s Bay, Skerries, County Dublin

The aim of this Acceptable Usage Policy is to ensure that students will benefit from learning opportunities offered by the school’s technology and internet resources in a safe and effective manner. Access to technologies such as digital and video photography and the internet with its associated uses, 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP every two years. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on May 2nd 2011 by Sylvia Keirse and reviewed by Michael O’Brien (Parent representative) and Tomás Hickey (Principal).

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.
* Filtering software is provided by the NCTE in order to minimise the risk of exposure to inappropriate material.
* The school will regularly monitor student’s 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.
* The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school is not permitted without the administrator’s permission. As the school uses cloud computing, the need for external devices is minimised.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

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 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 acceptable usage policy.
* 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.

Internet Chat

* Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora 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 and other educational websites

* Students 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.
* Representatives from the parents association will have the opportunity to publish material on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website.
* The school website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
* Students will not be permitted to leave personal details on websites using facilities such as guestbooks, noticeboards or weblogs.
* The publication of student work will be co-ordinated by a teacher.
* Students’ work will appear in an educational context on other websites for example, when sharing a book review with other children.
* 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. Photographs, audio and video clips will be used. Video clips will not be password protected.
* Personal student information including home address and contact details will be omitted from school web pages.
* The school website will avoid publishing the surname name of individuals in a photograph.
* The school will ensure that the image files are appropriately named. Students names will not be used in image file names or ALT tags if published on the web.
* Students will continue to own the copyright on any work published.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable usage policy.

However, students in 5th and 6th class will be allowed to utilise mobile phone technology in the classroom as part of a lesson and under the teacher’s direction for example when using their phone’s calculator or a particular application for example ‘google sky’. Further details can be obtained from our mobile phone policy.

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

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.

Sanctions

Misuse of the internet or school network may constitute an instance of serious misbehaviour and would be dealt with in accordance with our school’s code of behaviour.

Such an event may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

The school is obliged to report any illegal activities to the appropriate authorities.

Permission Form AUP

Please review the attached school ‘Acceptable Usage Policy’, sign and return this permission form to the Principal.

School name: Skerries Educate Together NS

***Name of student:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Class:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

I agree to follow the school’s Acceptable Usage Policy on the use of the internet and related technologies. I will use the internet in a responsible way and obey all the rules explained to me by the school.

**Student’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Usage Policy and grant permission for my son or daughter or the child in my care to access the internet and use the communications tools that the school may provide such as video cameras and digital cameras. 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 student’s access unsuitable websites.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

*(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Usage 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)*

In relation to the school website, I accept that, if the school considers it appropriate, digital photographs, audio and video clips of my child, as part of a group of children, may be chosen for inclusion on the website.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

 *(Please tick as appropriate)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

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