

## Our Lady of the Wayside NS Kilternan



### Acceptable Use Policy

#### General Information about the school:

Our Lady of the Wayside NS Kilternan Dublin 18 Tel: 01-2955682	Scoil Mhuire Cois Bothair Cill Tiarnáin Baile Atha Cliath 18 Guthán: 01-2955682
Email: <a href="mailto:kilternanns1.ias@eircom.net">kilternanns1.ias@eircom.net</a>	

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils in Our Lady of the Wayside N.S. 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.

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

This version of the Acceptable Use Policy was created in February 2016.

We believe that a combination of supervision, site selection, site-filtering, the development of a responsible attitude to the use of the internet in pupils and working in partnership with parents, as the most suitable approach to the successful use of the internet in our school. Before pupils are allowed access to the Internet in school parents will be sent an explanatory letter and the rules, which form our Internet Policy. An agreement form must be signed by both the child and the child's parents and returned to the school before Internet access is allowed. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

#### School's Strategy

- Filtering software is used in order to minimise the risk of exposure to inappropriate material.
- Virus protection software will be used and updated on a regular basis.

- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Internet sessions will always be supervised by a teacher.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- All users are asked to note that the school reserves the right to monitor, filter and intercept all traffic passing through or stored upon the school network; this includes email and web access. Logs of internet activity will be recorded and monitored.

### World Wide Web

The Internet has the potential to provide access from the classroom to educational resources within Ireland and many parts of the world. The benefits of internet access in schools include

- Research for classwork / projects as assigned by the teacher
- Access to libraries, online references ,art galleries, museums
- Visits to sites with suitable and appropriate educational content
- Publishing and maintaining a school website.

### Guidelines

- Pupils will receive training in the area of internet safety.
- Full teacher supervision should be maintained where pupils are engaged in using the internet.
- Students will not intentionally visit Internet sites that contain obscene, illegal, or otherwise objectionable material.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time.
- Students will not copy information into assignments and fail to acknowledge the source.
- 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 use policy.

### E Mail

- 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 names, addresses or telephone numbers or pictures.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

## School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the School Website .
- The publication of student work will be co-ordinated by a teacher.
- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
- Permission to publish a student's work will be sought from pupil/parents/guardians. This permission may be withdrawn at any time.

## Social Media

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.

- 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.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

## Personal Devices

Pupils 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 unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Please see mobile phone policy for further information

## Ratification

This policy was ratified on 27<sup>th</sup> March 2017

**Permission Form:**

Please review the attached school Internet acceptable Use Policy, and sign and return this permission form to the office.

School Name: -----

Name of Student: -----

Class: -----

**Student**

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.

**Student’s Signature:**-----**Date:** -----

**Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter 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 students 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 Use Policy relating to publishing students’ work on the school website.

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

*(Please tick as appropriate )*

**Signature:** -----

**Signature:** -----

**Date:** -----

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** -----

**Dear Parent/Guardian**

**Re: Internet Permission Form**

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

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.

Yours faithfully,