Acceptable Usage Policy

The aim of this Acceptable Use Policy (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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly. The AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that parents/guardians accept the terms of AUP unless the school is specifically notified in writing. The onus is on parents/guardians to read the AUP policy thoroughly and to return the relevant permission slips to the office for our records.

Our School 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:

- Internet sessions will always be supervised by a teacher/staff member
- Websites will be previewed/evaluated using the PDST filtering system, before being integrated into lessons. This search engine has a built in 'safe search' feature.
- The school will regularly monitor pupils' internet usage.
- Access will be allowed only to approved sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis
- Student use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
- It is important that parents/guardians and pupils are aware of our Anti-Bullying Policy in relation to internet usage.
- It is important to note that our school's Anti-Bullying Policy applies to internet usage. Parents are asked to be aware that placing a once-off offensive or hurtful message, image or statement on a social network site or any other public forum where that message can be viewed, will be regarded as bullying behaviour.

- Students will primarily spend time on educational materials and will use the Internet for educational purposes. On occasions the teacher may allow supervised access for other purposes. All websites will be vetted by the teacher.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- In the event of accidentally accessing any of the above sites, the student will immediately turn off the monitor and report the incident to the teacher/staff member.
- Students will use the Internet for educational purposes only during class time. All web sites will be vetted by the class teacher. •□
- Students will not upload, download or otherwise transmit material that is copyrighted.
- 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.
- Students will not examine, change or use another person's files, user name or password.
- Students will not disclose or publicise personal or confidential information for example – classmate's home addresses, telephone numbers, name and location of their school. Email/Google Drive
- Students will use approved class email accounts in school 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, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone outside school via email/google drive
- Students will not have access to chat rooms or other discussion forums in school.
- 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, Instagram etc. until they reach the appropriate age
- Parents and guardians are encouraged to regularly check their child's online activity/digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc.)

on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve the same

- Pupils and parents are not allowed to take photographs/videos of staff or pupils unless they have been given permission to do so.
- 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.
- The school website address is www.st.marys parochialschool.ie
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff
- Pupils' work will appear in an educational context on Web pages
- Digital photographs, audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without the permission of parents. Instead photos will focus on group activities, where children will not be named in full. First name will suffice – if at all.
- Personal pupil information including full name, home address and contact details will be omitted from school web pages.
- Data Protection – The Data Protection Act 1998 was passed to deal with privacy issues arising from an increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page.
- Photos of children and their schoolwork or activities will be posted on our school's social media sites. The children will not be named. The sites will be administered and monitored by school staff. Any unsatisfactory comments will be removed as soon as any staff member is aware, although we cannot take responsibility for any sharing or commenting that other social media users participate in on our pages. If you do **not** wish to have photos of your child or your child's work on our social media platform, please inform the school in writing.

Parents/Guardians are reminded of the school Mobile Phone Policy: Parents/Guardians are required to write to the Board of Management if they require permission for their child to bring a phone to school and reasons why must be outlined. If granted, the mobile phone should be powered off for the duration of the time in school.

<u>**Acceptable Use Policy Permission Slip**</u>

As the parent or legal guardian of _____, I have read the Acceptable Use Policy and grant permission for my son or daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety. I have spoken to my child on this matter and they understand that they have a responsibility to report any content that they may unintentionally come across online, to their class teacher. My child understands that it is inappropriate to engage in negative online behaviour and to seek out inappropriate content.

Name of Pupil: _____   Class: _____

Parent/Guardian's Signature:_____Date: _____

I understand that, if the school considers it appropriate my child's schoolwork/photo/video may be chosen for inclusion on our school's website. In principle, children will only be pictured in groups and your child will not be identified by their full name. Please sign to confirm that you accept this. If you do not wish to have your child's photograph used in any form, please put this information in writing to the school Principal. If at any stage you change your mind it is your responsibility to notify the school in writing.

Parent/Guardian's Signature: _____ Date: _____