ST. BRIGID'S NATIONAL SCHOOL
KILLYGARRY

ACCEPTABLE USE POLICY

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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 the use are accepted and understood.

This AUP was created on the 7th of January 2008 by the staff of St. Brigid's National School, Killygarry and was reviewed on the 15th of December 2010 by Mrs. Serena Prior (Principal) and Miss Claudine Mc Gowan (I.C.T. Coordinator) and again on the 13th of September 2012.

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:

General
- Internet sessions will always be supervised by a teacher.
- Methods to minimise the risk of exposure to inappropriate material will be used – such as only allowing the pupils to use previously researched sites and NCTE (or other educational body) approved sites.
- The school will regularly monitor pupils' 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 memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute (see Internet Chat Section)

World Wide Web
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- 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 or a supervisor.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.

- Students will never disclose or publicise personal or confidential information, e.g. classmates home addresses, telephone numbers, or name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and network management reasons.
- Teachers or other members of staff will only surf the web for personal use outside of school hours.

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.
- Teachers and other members of staff will not access their personal emails during school hours.

Internet Chat
- Students will only have access to chat rooms, discussion forums or other electronic communication forums 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 or identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website
- Pupils 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblocks will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audios and video clips will be used. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

Legislation

The school will provide information on the following legislation relating to se of the internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 2003
- 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 may result in disciplinary action, including written warnings, withdrawal 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.

Safe Surfing

- Tips for Children –

The internet is an exciting way for you to find out about the world. It can be a pretty cool way of getting help with homework as well! To help you to get the most out of it have a look at the following tips.

- Always get permission from your parent/guardian before using the net.

- Agree with your parent/guardian the time you can be on-line and the sites you can visit.

- Never give personal details such as name, address, telephone number, school name or location, parent's names, photographs, password, credit card number or any identifying information while on-line without your parents/guardians permission.

- If anyone asks you for personal information or if you feel uncomfortable in anyway when chatting, log off and tell an adult.

- Always tell an adult if you receive a message that is scary, threatening or rude, do not respond and log off.

- Be aware that people on-line may not be what they seem. Adults can pretend to be children with similar interests as yourself.

- Never arrange to meet anyone from a chat room without your parents/guardians permission and supervision.

- Avoid opening e-mail from unknown sources.

- Learn your 'netiquette'. Widely accepted rules of behaviour include some of the following. Typing in capital letters looks like you are shouting, use *asterisks* for emphasis.

- Be polite when entering a chat room, check out what people are talking about before participating. Be careful not to use bad language, providers will terminate your account.

- Finally enjoy your time on the Internet but don't forget about all the other things you can do: share time with your family. Read a good book.