Acceptable Use Policy- St. Paul's N.S., Ratoath

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Computer / Internet resources in a safe and effective manner. In common with other media some material on the Internet is inaccurate and unsuitable. However, in our school, we believe the educational benefits of enabling the pupils supervised access greatly outweighs any disadvantages. Every reasonable precaution is taken to provide for online safety. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 as need arises. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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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.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage via the class teacher.
- Pupils 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 by a pupil in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the Internet for educational purposes only.

- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils will not be allowed access to websites that host chat and discussion forums, guestbooks, noticeboards or weblogs.
- Pupils 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
- Pupils may use approved class email accounts under supervision by or permission from a teacher.
- Pupils may send email as part of planned lessons.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils will note that sending and receiving email attachments is subject to permission and supervision from their teacher.
- Incoming mail to pupils will not be regarded as private.
- Pupils will not send text messages to or from the school email.

Internet Chat

- Pupils will only have access to chat rooms, discussion fora, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion fora and other electronic communication fora will only be used for education 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
- Pupils will be given the opportunity to publish teacher-approved projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be coordinated by a teacher.

- Digital photographs, audio or video clips of individual pupils will not be published on the school website, with the child named. Instead photographs, audio and video clips will focus on group activities and will only include names in group settings.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Legislation

The school directs parents to the following legislation for further information on the use of the Internet:

- 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 pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet e.g www.hotline.ie, www.makeITsecure.ie/childsafety, www.webwise.ie

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension in line with school discipline policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to your child's teacher

Name of Pupil: _____

Class/Year: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, 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 accept my own responsibililty for the education of my child(ren) on issues of Internet Responsibility and Safety. 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 pupils 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 children's work on the school website.

I accept the above paragraph ☐   I do not accept the above paragraph ☐

(Please tick as appropriate)

Signature: _____

Date: _____

Address:_____

Telephone: _____

Pupil (Only pupils from 2nd class up should sign this section)

For younger children the undertaking of the Parent (above) is sufficient.

- I will ask permission before entering any Web site.
- I will not bring external storage devices such as pen drives into school without permission from the teacher.
- I will not use email for personal reasons.
- I will only use email for school projects and with my teacher's permission.
- The messages I send will be polite and sensible.
- I will ask for permission before opening an email or an email attachment.
- I will not use Internet chat without supervision.
- If I see anything unpleasant or anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately because this will help protect other pupils and myself.
- I know that the school may check my computer files and may monitor the sites I visit.
- I understand that if I break these rules, I could be stopped from using the Internet and computers and my parents will be informed.
- I will not complete or send forms without permission.
- I will not give my full name, address or telephone number when using the Internet.
- I will not download any software from the Internet.
- I will never organise a face to face meeting with someone using email, Internet or chat rooms.

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.

Pupil's Signature: _____

Date: _____