

Acceptable Use Policy

St. Patrick's Junior School, Skerries.

This Acceptable Use Policy aims to ensure that the pupils of St. Patrick's Junior School 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 privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 this AUP will be reviewed annually.

School's Strategy

The school will use a number of strategies, as outlined below, to maximize learning opportunities and reduce risks associated with the Internet.

General

- A teacher will always supervise Internet sessions.
- DES level four filtering software will be used to minimize the risk of exposure to inappropriate material while allowing for best use of the many resources offered by the internet for educational purposes.
- Pupils' Internet usage will be monitored regularly by the school.
- 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 regularly.
- Ad blockers are active on all computers and are regularly monitored.
- Personal removable discs, CD-ROMs etc. may only be used with a teacher's permission and only having been scanned with anti-virus software by the teacher.
- Pupils will observe good manners on the Internet at all times and not bring the school into disrepute.

World Wide Web

- Users of the internet in the school (teachers, visitors, volunteers and pupils) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will use the internet for educational purposes only.
- Teachers and pupils will be made familiar with relevant copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- All internet users in the school are hereby notified 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/Electronic Communication

- Pupils will use approved class email accounts under supervision of a teacher.
- Pupils will not send or receive any material that is illegal, obscene, and 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.
- Sending or receiving email attachments is subject to permission from the teacher.
- Attachments and links received through electronic communication will in the first instance be accessed by the teacher outside of class time to ensure that they are suitable for viewing by pupils. If the attachment or link is deemed suitable the teacher will download content using Off Liberty or a similar downloader for viewing by a pupil or pupils.
- Use of FaceBook or similar social media sites is not permitted.
- The use of Skype or similar internet telephone services is only permitted where an exchange or communication has been prearranged between a class in the school and a class in another school in Ireland or in another country. In every instance such communications will be organized with the prior permission of the management of both schools.

Internet Chat

- Pupils 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 of identity.
- Face-to face meetings with someone organized via Internet chat are forbidden.

YouTube

- Teachers are permitted to access YouTube on school computers providing the following conditions are strictly adhered to:
 - All YouTube clips to be used in class are previewed by the teacher outside of class time and downloaded onto the classroom computer using a downloader such as OFF LIBERTY before being shown to the class.
 - YouTube clips downloaded will be used for educational purposes only.

School Website

- From time to time digital photographs of pupils' artwork, school work or projects will be put on the website.
- In so far as possible, photographs of individual children will not be used. They will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright of any work published.

Mobile Devices

- The terms of this Acceptable Use Policy will fully apply to any and all mobile devices used in St. Patrick's JNS.

Legislation

The school will provide information on the legislation listed below relating to the use of the Internet which teachers and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003.
- Child Trafficking and Pornography Act 1998.
- Interception Act 1993.
- The Data Protection Act 1988.
- Video Recordings Act 1989

Support Structures

Websites offering support and advice in the area of Internet Safety have been listed on the "Favourites" menu of each computer connected to the Internet. The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

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 reserves the right to report any illegal activities to the appropriate authorities.

Reviewed, amended & approved. 4/11/2015.

Richard Hyland,
Chairperson, Board of Management.

I have read and agree to abide by this Acceptable Use Policy.

_____ (signature)

_____ (print name)