

## **Acceptable Use Policy**

### **For Internet Use**

**SN Bhall Álainn**

**Uimhir Rolla: 17119T**



## **Introduction**

This policy was originally formulated in June 2005, redrafted and updated in Term One 2013. The policy should be read in conjunction with other school policies including our Child Protection Policy, Anti-Bullying Policy, Code of Behaviour, and our Health and Safety Statement.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified. On enrolment parents are asked to indicate their acceptance of the AUP by signing a consent form. This consent form will be re-signed annually with the school rules and consent form for outing etc.

The AUP is designed to take into account changes in technology and social media over time.

## **School's 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:

### **General**

- Internet sessions will always be supervised by a teacher.
  - Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
  - Pupils will be taught to evaluate the content of internet sites.
  - Filtering software from the NCTE is used in order to minimise the risk of exposure to inappropriate material.
  - The school will regularly monitor pupils' Internet usage.
  - Students and teachers will be provided with training in the area of Internet safety. This is now part of the SPHE stay Safe curriculum.
  - Uploading and downloading of non-approved software will not be permitted.
  - The use of personal USB flash drives, CD-ROMs, or other digital storage media in school requires a teacher's permission.
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- Virus protection software will be used and updated on a regular basis.

- Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute. Students will treat others with respect at all times
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 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. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.
- Students should acknowledge the source of any text or images copied from a website into an assignment. Otherwise their assignment will be considered plagiarism and a potential infringement of copyright.
- Students will never disclose or publicise personal information.
- Downloading/uploading materials or images not relevant to their studies, is in direct breach of the school's acceptable use 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.

If, as can happen unintentionally, an inappropriate picture or headline appears the school safety practices will come into action. This is a two step process.

The student

1. Clicks on 'Home' and
2. Immediately notifies the teacher who takes the appropriate steps.

### **Email/Internet Chat**

- Students may be provided with approved class email accounts or other online accounts that facilitate learning under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and 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.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums except those designed for in-class educational purposes only.
- Parents may be asked to monitor these email accounts.

### **School Website**

Please note that the following points apply to the school's website and social media profiles, including but not limited to Twitter, YouTube, Edmodo and Google+ etc.

- 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.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs, audio 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 in so far as possible, publishing the first name and 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.
- Pupils will continue to own the copyright on any work published.

### **Pupils' other Online Accounts**

Students may be provided with approved, password-protected, accounts for educational, reporting and behaviour management reasons.

- Pupils may only access their own account. Any attempt, successful or otherwise, to access the approved account of another pupil will be considered a serious breach of this policy.
- Pupils may only change their own avatars/images on their approved accounts with the prior approval of their teacher.
- These accounts may include, but are not limited to, Edmodo and ClassDojo and equivalent services.

### **Education and Internet Awareness**

Balla NS will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- PDST (Tech in Ed) Resources on [www.ncte.ie](http://www.ncte.ie)
- Use of the internet Safety Resources on [www.webwise.ie](http://www.webwise.ie) website and others including
  - [www.internetsafety.ie](http://www.internetsafety.ie)
  - <http://www.ncte.ie>
  - <http://www.kidsmart.org.uk/>
  - <http://www.getsafeonline.org/>
  - [www.watchyourspace.ie](http://www.watchyourspace.ie)

Talks on Internet Safety will also be provided to parents and the local Community Garda may be invited in to speak to the children in senior classes regarding the importance of Internet Safety.

## **Web 2.0**

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Wordpress, Twitter, Edmodo and other social media may be used by the school to communicate with parents and also for parents, and in certain monitored circumstances for pupils, to communicate with the school. These services, although not owned by Balla NS, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's Wordpress (blog) and Twitter account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. To this end:

- 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 etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- 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.
- It is expected that any online communication between pupils and their teachers will use appropriate grammar and punctuation conventions and not 'text speak.' For example this might include homework to be submitted via Wordpress (blog) or Edmodo.
- 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.

### **School Devices**

School devices, such as PCs, laptops, tablet computers, interactive whiteboards, wireless mice and keyboards, digital cameras and visualisers, audio and video recording devices and other electronic technology provided for pupil use by the school, or partners of the school, are to be treated with respect by all who use them.

They should be used in accordance with the rest of this acceptable usage policy.

No changes should be made to the settings of these devices without the express permission of the teacher.

### **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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Please see our school rules regarding use of mobile phones at school.

### **Legislation**

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

- 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 students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### **Sanctions**

*SN Bhall Álainn, Ball Álainn, Caisleán a'Bharraigh, Co. Mhaigh Eo  
Balla NS, Balla, Castlebar, Co. Mayo*

*Roll No: 17119T Email: [ballanationalschool@gmail.com](mailto:ballanationalschool@gmail.com) ■ 094 9365280*

*Website: [www.ballanationalschool.com](http://www.ballanationalschool.com)*

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges etc. This will be enforced in accordance with our Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities. This policy should be read in conjunction with the school's Code of Behaviour Policy and Anti-Bullying Policy.

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**Responsible Internet Use – Parent & Pupil Undertaking  
(signed by pupils from 3<sup>rd</sup> class upwards)**

We use the school computer technology and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not bring external storage devices such as USB flash Drives into school without permission.
- 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, sensible and written with accurate spelling and punctuation.
- When sending email, I will not give my home address or phone number or arrange to meet anyone.
- I will ask for permission before opening an email or an email attachment.
- I will not use internet chat rooms, with the possible exception of an educational service recommended and supervised by my teacher.
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the sites I visit.
- I will not download or upload anything from a school laptop/computer/tablet without the previous permission of my teacher.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed. Other sanctions may apply also.

**Signed:** \_\_\_\_\_ Pupil(s)

**Signed:** \_\_\_\_\_ Parent/Guardian

**Date:** \_\_\_\_\_

1. During the course of the school year, all classes will normally undertake a variety of different activities outside the school premises e.g. visit the church, swimming, football matches, rounders, basketball, athletics, school tours, history/educational tours, library visits, etc and any other activities that arise. When we take the children on these outings we increase the level of supervision to meet the needs of that



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particular activity. We are seeking your consent for all these different activities which arise during the school year.

Please tick to indicate your response

Permission Granted ☐

Permission Withheld ☐

2. Computers and internet access in all classrooms give the pupils a powerful tool for learning. The school has a very comprehensive Acceptable Usage Policy for the use of these tools, and we are asking you to grant consent for your child to use the computers in the school in accordance with those guidelines. Children will also have the opportunity to see their work (essays, paintings, poems etc.) published on the school website. When work is chosen, the children are never individually identified. We are seeking your consent for your child to access the internet, and for any work to be published, in line with our policies.

Please tick to indicate your response

Permission Granted ☐

Permission Withheld ☐

3. From time to time, we publish photographs of students engaged in school related activities, either in local newspapers or on the school website/blog/twitter feed. This is usually done to publicise various school activities (fund raising, sports days, Christmas performances, etc.) Again the children are never identified. We are seeking your permission to publish photographs of your child should the occasion arise.

Please tick to indicate your response

Permission Granted ☐

Permission Withheld ☐

Name of Child: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Reviewed:** Term One 2013

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### **Responsibility for Review:**

- All members of staff
- Parents/Guardians
- B.O.M.

### **Ratification and Communication:**

Policy ratified by B.O.M

Signed: \_\_\_\_\_

Chairperson Board of Management

Date: \_\_\_\_\_