



SCOIL MHUIRE CARLANSTOWN
CARLANSTOWN, KELLS, CO. MEATH
ROLL NO. 18132Q

ACCEPTABLE USE OF THE INTERNET - REVISED POLICY MARCH 2018

Aims

The aim of this Acceptable Usage 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 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. The original AUP was drafted on 12th November 2008

It was revised to take account of new technologies, social media and mobile device use.

Scoil Mhuire'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

- *Children will only have access to the internet under direct teacher supervision.*
- *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. Parents can access advice on safe internet usage by visiting www.webwise.ie*
- *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.*
- *The school respects the privacy of all members of the school community and as a consequence of this we do not allow the use of camera phones on the school grounds or for any school activity.*



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- *Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (cf Anti-Bullying Procedures)*

World Wide Web

- *Students will use the Internet for educational purposes only.*
- *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 not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).*
- *Students will never disclose or publicise personal information.*
- *Downloading 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.*

Email & Chat

- *Students will only use approved class email accounts under supervision by or permission from a teacher. These email accounts will be for school purposes only and should not be used for personal correspondences. Students cannot access personal email accounts on school devices.*
- *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 note that sending and receiving email attachments is subject to permission from their teacher.*
- *Students will not reveal their own or other people's personal details, such as addresses. Email 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 not have access to chat rooms, discussion forums, messaging or other electronic communication fora.*



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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.*
- *The publication of student work will be co-ordinated by a teacher.*
- *Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.*
- *The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.*
- *Personal pupil information including home address and contact details will be omitted from school web pages. The school will avoid 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*

Personal Devices

The use of personal mobile phones and electronic devices by pupils at school or on school related outings is strictly prohibited. Please see mobile phone and electronic device policy for further information.

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 YouTube, ClassDojo, Twitter and other social media can be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Carlanstown NS, form part of our web services and all content that is placed on these services falls under this policy.

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. We would ask:



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- *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, etc. until they are the appropriate age. Children will not be allowed to use their own personal accounts for social media.*
- *Please do not "tag" photographs or any other content which would identify any children or staff in the school.*
- *If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)*
- *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. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.*
- *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.*
- *Failure to keep the above rules will result in a permanent ban to our social media accounts in the future.*

Legislation: 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

Sanctions

Misuse of the Internet, email, school website or blogs will 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.



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Ratification and Implementation:

This policy was discussed and ratified by the Board of Management on 15th March 2018 and will be communicated to the school community with immediate effect.

Review:

The policy will be reviewed at the end of each school year.

Signed *[Signature]* Date *6/3/19*

Chairperson, Board of Management

Signed *[Signature]* Date *6/3/19*

Principal/Secretary to the Board of Management