

## 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. Before signing, the UAP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was revised on 14/04/15 by the staff of Scoil Naomh Lorcan.

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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 pupil's 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 pen drives or CD-ROMS in school requires a teacher's permission.
- Students will observe good "netiquette" (etiquette of the internet) at all times and will not undertake any actions that may bring the school into disrepute.

#### World Wide Web

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purpose only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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**

- 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.

## **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.
- 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 School Website.
- The publication of student work will be co-ordinated by a teacher.
- Personal pupil information including home address and contact details will be omitted from school pages.
- Pupils will continue to own copyright on any work published.

## **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:**

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.

## **Permission Form**

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal of Scoil Naomh Lorcan.



**Name of Pupil:** .....

**Class:**.....

**Pupil**

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:** .....

**Parent/Guardian**

As the Parent or legal guardian of the above pupil I have read the Acceptable Use Policy and grant permission of my son/daughter or the child in my care to access the internet. I understand the 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)*

**Signature:**..... **Date:**.....

**Address:**.....**Contact number:**.....

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