

Edenmore National School

Acceptable Use Policy

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 the school will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School 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

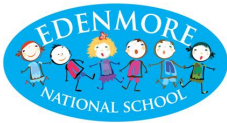
- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. **For schools, the Higher Education Authority (HEA) are filtering all our internet use. We have opted for access to a restricted range of educational and cultural sites.**

We may extend this in the future to general interest categories.

- The school will regularly monitor pupils' 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 External Hard-drives, Memory Pens, CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on 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 purposes 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.



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iPads

- Students should never leave their iPad unattended when in use.
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed. • Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

School Website (when operational)

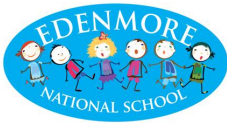
- Pupils may be given the opportunity to publish projects, artwork or school work online.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context online.
- Digital photographs, audio and video clips will focus mainly on group activities and occasionally on individual achievement. Personal pupil information including home address and contact details will be omitted from school web pages so as to prevent the identification of pupils.
- Pupils will continue to own the copyright on any work published.

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities.
- Communication with new or prospective parents.
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates.
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Continued advancement of our school communication system with information shared via paper notes, text a parent, website (when operational) and now Facebook.

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page.
- Users should not post anything on the page that could be deemed as offensive - inappropriate or harmful comments/content will be removed immediately.
- Users cannot tag or post photographs of children on the page.
- Users should not add comments that can identify children.
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.
- **The sanction for breaking these rules is automatic removal from our Facebook page.**



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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:

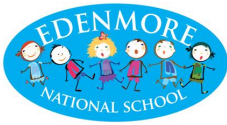
- GDPR 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998

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 suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



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Please review the attached school Internet Acceptable Use Policy, sign and return.

Name of Pupil/s: _____

Class/es: _____

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/s:

Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil/s, I have read the Acceptable Use Policy and grant permission for my child/ren in my care to access the Internet. 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

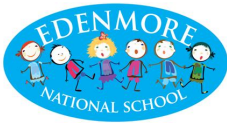
(Please tick as appropriate)

In relation to the school website (when operational), I accept that, if the school considers it appropriate, my child/ren's picture and 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)



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Acceptable Use Policy

Signature: _____

Date: _____

Address: _____

Telephone: _____

This Acceptable Use Policy was adopted by the Board of Management on _____

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal to the Board of Management

Date: _____

Date: _____