



Killashee Multi-Denominational National School

Internet Safety: Acceptable Use Policy

1 Overview

Educationalists believe in the benefits of curriculum-based internet use.

The aim of this **Acceptable Use Policy (AUP)** is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

2 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:

2.1 *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 students' 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 memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

2.2 *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
- 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 by students of 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

2.3 Email *(Sometimes the teacher will support students to establish a class email account to facilitate learning and or support project work e.g. Junior Entrepreneur Programme)*

- Students will use approved class email accounts under supervision by or permission from a teacher
- Students will not send or receive any material that is illegal, obscene, 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

2.4 Social Learning Platforms .Teachers (in senior classes) may use social learning platforms e.g. Edmodo¹ to support learning in school e.g. putting up useful articles for discussion, setting quiz questions etc.

- All activity will be monitored by the class teacher
- Students will respect all users of the learning platform and use it for educational purposes only.
- Students will not put any inappropriate comments or material on the learning platform.

2.5 Communications Killashee Multi-Denominational National School does not allow children to have their mobile phone in school. If parents believe that their children require their mobile phone for before or after school purpose, students may leave their mobile phone in the school office and collect in at the end of the school day.

2.6 School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear 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 students or staff.
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- Pupils' full names will not be published unless specific permission has been received from a parent/guardian
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

¹ Edmodo is a social learning platform for students, teachers, districts, and schools.

2.7 Personal Devices

Students will only use personal hand held / external devices (lap tops/tablets / USB devices etc) in school if they have specific permission from school authorities. Students using their own technology in school should follow the rules set out in this agreement.

2.8 Education and Internet Awareness

As part of the SPHE (Social Personal Health, Education) programme, Killashee Multi Denominational National School will undertake an education programme to educate children on the safe and 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 the threats and educate them on being respectful in all interactions with others including interaction on websites. .

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

3 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 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

4 Sanctions

Misuse of the Internet may result in disciplinary action, in line with our code of behaviour including withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil. The school also reserves the right to report any illegal activities to the appropriate authorities.

5 Review

This policy will be subject to review every three years, unless there is a compelling reason to review it earlier.

Signed: Thomas Jacob

Date 1/10/2019

(Thomas Jacob: Chairperson, Board of Management

Permission Form

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to your class teacher.

School Name: Killashee Multi-Denominational National School

Name of Student: _____

Class _____

Parent/Guardian (to be signed by all parents /guardians)

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child 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 students 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, I accept that, if the school considers it appropriate, my child's work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ **Date:** _____

Student

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.

Student's Signature: _____ **Date:** _____