Scoil Náisiúnta Baile na hInse Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit form-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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

*Please note that this is different to **all** other school activities where **All Pupils** are expected to participate.*

The Teachers, Parents' Council and Board of Management created this version of the AUP

School's Strategy

This school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in 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 on non – approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks or 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.

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 Act 1988Recordings Act 1989
- The Data Protection

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal 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.

Ballinahinch National School

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 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 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, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's 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)

Signature: _____   Date: _____

Address: _____   Telephone: _____

_____

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.

Email

- Students will use approved class email accounts under supervision by or permission form a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or this 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 emails attachments is subject to permission from the teacher.

Internet Chat

- Students will only have access to chat rooms, discussions forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussions forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

Currently the school does not have a web-site but aims to set one up in the near future. When it does the following will apply:

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupil's work will appear in an educational context on Web pages with a copyright prohibiting the copying of such work without express written permission.

- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home addresses and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Ballinahinch N.S.,
Birdhill,
Co. Tipperary.

2018.

Dear Parents/Guardian,

Re: Internet Permission Form.

As part of the school's education programme we offer pupil's supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance student's learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable User Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet it recognises the possibility that students may accidentally or deliberately access inappropriate material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely.

Ballinahinch N.S.,
Birdhill,
Co. Tipperary.

Responsible Internet Use

These rules will help to be fair to others and keep everyone safe.

- **I will ask permission before using the Internet.**

- **I will not look at or delete other people's files.**

- **I will not bring software or disks into school without permission.**

- **I will only e-mail people I know, or my teacher has approved.**

- **The messages I send will be polite and sensible.**

- **I will not give my home address or phone number, or arrange to meet someone..**

- **I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**

- **I will not use Internet chat.**

- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

- **I understand that the school may check my computer files and the Internet sites I visit.**

- **I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.**