

Anti-Bullying Policy Appendix 3

Internet Acceptable Use Policy

September 2015

Our Lady Immaculate Junior School

Darndale Dublin 17

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

This Internet Acceptable Use Policy was created in consultation with the Board of Management, Parents and Teachers.

Noel Kelly, Chairperson, B.O.M

Date

Breda Murray, Principal

Máire Lohan, ICT co-ordinator and Deputy Principal

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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

- No pupil will be allowed go online without the permission of the teacher.
- Internet sessions will always be supervised by a teacher.
- Filtering software will be used in order to prevent unauthorised access and to minimise the risk of exposure to inappropriate material.
- Most social media websites are not accessible from our system.
- We allow YouTube but only for use by the teacher and as a resource to support the curriculum. Teachers will always have viewed the content of the YouTube file prior to presenting it to the the pupils.
- 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, DVDs, CD-ROMs etc. in school requires a teacher's permission.
- Students, staff and other adults 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.
- Reports and instances of cyber-bullying will be dealt with under our updated Anti-Bullying Policy April 2014.

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

In general students in Our Lady Immaculate JNS do not use email in school. However, use of email may be necessary in cases of communicating or collaborating with other schools involving interschool or international projects. The following rules will apply:

- Students will note that sending and receiving emails and attachments is subject to permission from their 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.
- Pupils will use only approved class email accounts under supervision and with permission from a teacher
- 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Re: A School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- 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 individual parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages. First names may be used.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

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.

Internet Usage Permission Form

Our Lady Immaculate Junior School, Darndale, September 2015

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

Name of Pupil: _____ Class: _____ Room: _____

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.

Please sign as appropriate

I accept the above paragraph _____

I do not accept the above paragraph _____

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 website. **I understand that this work will appear in an educational context with a copyright notice prohibiting the copying of such work without express written permission.**

The school may also wish to include photographic, audio or video material featuring my child. In accordance with the attached Acceptable Use Policy, I understand that:

- **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 parental permission.**
- **Personal pupil information such as last names, addresses, etc, will not be used. Only first names will be used.**

Please sign as appropriate

I accept the above paragraph _____

I do not accept the above paragraph _____

Date: _____ Telephone: _____ Address: _____