



## Internet Acceptable Use Policy

### Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Scoil Náisiúnta Mhuire is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Scoil Náisiúnta Mhuire primary school. The AUP will be revised regularly.

### Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. \*See School's Child Protection Policy.

### Strategies

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.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor Internet usage.

Students will not have access to passwords.

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, CD-ROMs or DVDs in school requires permission and all external software *must be scanned with anti-virus software* before use.



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.

## **Electronic Devices**

There may be occasions at school when the pupils require their own electronic device for project work or they need to bring a phone to school (to be used after school).

Please note the following:

- If a phone/ electronic device is brought to school, it must be powered off and handed up to the class teacher on arrival at school.
- If you are allowed have access to the school Wi-Fi, it must be used under the supervision of a class teacher and used for educational purposes only.
- You do **not** have permission to take photographs on the electronic device/phone or to upload them to any social media site (Snapchat, Facebook, Instagram, ...etc.).
- Pupils can bring mobile phones/electronic devices on school tours or school related activities outside of school provided they hand them up to the class teacher at the beginning of the day.

**It is against school rules to do so. Failure to abide by these rules will result in confiscation of the electronic device.**

## **Internet**

Sites that the children use in school will be supervised by their teacher.

Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g as a reward or for golden time etc.

Teachers and students will be familiar with copyright issues relating to online learning.

Students will never disclose or publicise personal information.

All Internet users in Scoil Náisiúnta Mhuire should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.

Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

## **Email**

At times the pupils may email the Principal project work this is the email they may use [sarahobrienscoilmhuire@gmail.com](mailto:sarahobrienscoilmhuire@gmail.com) or [stmarysnsross@gmail.com](mailto:stmarysnsross@gmail.com)

Emails will be opened by the Principal and printed.

Students will not send or receive by any means any material that is illegal, obscene,



defamatory or any material that is intended to annoy or intimidate another person. Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures. Students will never arrange a 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.

### **School Website**

Pupils will be given the opportunity to publish projects, artwork and school work on the internet with parental permission. 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 written permission. Digital photographs, audio or video clips of students may be published on the school website [www.stmarysross.com](http://www.stmarysross.com) their names will not accompany these images, and consent will always be sought first. Pupils will continue to own the copyright on any work published.

### **Legislation**

Internet users have been made aware of legislation relating to use of the Internet. GDPR and Social Media: Parents are not required to comply with the Data Protection Act when taking photographs of their children for their own private and family use at an organised event to which they have been invited. This changes if parents subsequently share images of other children in a public forum e.g. Facebook etc. The responsibility is firmly on the person who has captured the images not to share them publicly.

### **Support Structures**

Websites offering support and advice in the area of Internet Safety are as follows:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available online:

Be Wise on the Net ...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

Rosscarbery,  
Co. Cork  
Tel: 023 8848023  
E-mail: [rosscarberyns.ias@eircom.net](mailto:rosscarberyns.ias@eircom.net)

## *Scoil Náisiúnta Mhuire*



St. Mary's Primary School  
*Scoil Náisiúnta Mhuire*

### **Sanctions**

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

\*Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.

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

Students from second class up will be required to sign the 'Acceptable Use Contract'

The school cannot be held responsible in the event of a child accessing unsuitable material.

This policy will be reviewed regularly.

Signed:

\_\_\_\_\_ Chairperson

## **Acceptable Use Contract**



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- If you are allowed have access to the school Wi-Fi, it must be used under the supervision of a class teacher and used for educational purposes only.
- You do not have permission to take photographs on the electronic device/phone or to upload them to any social media site (Snapchat, Facebook, Instagram, Flipogram.... etc.).
- Pupils can bring a mobile phone/electronic device on school tours or school related activities outside of school provided it is powered off and handed up to the class teacher at the beginning of the day.

**It is against school rules to do so. Failure to abide by these rules will result in confiscation of the electronic device.**

I agree to abide by all of the above:

Pupil's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rosscarbery,  
Co. Cork  
Tel: 023 8848023  
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