

## Acceptable Use of the Internet Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school will revise the AUP regularly.

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

## School's Strategy

### General

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:

- 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.
- A firewall is being used to minimize the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- 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.

### World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of inappropriate materials, the student will immediately turn off the monitor and in accordance with school procedures report the incident to a teacher or supervisor.
- Students will use the Internet for educational purposes only.
- Students will not copy information into their work without acknowledging the source.
- Students will never disclose or publicise personal information.

- Students will not examine, change or use another person's files, user name or passwords.
- Downloading 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.

## **Email**

- Students will use class email accounts approved by the teacher, and under supervision of 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 refrain from sending on chain letters or forward messages without the permission of the sender
- 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

## **Internet Chat**

- Students will only have access to moderated chat rooms or discussion forums such as those found on the ScoilNet website.
- Moderated chat rooms, discussion forums, newsgroups, Skype, Twitter, Kidzblog etc. will only be used for educational purposes and will always be supervised.
- User names will be used to avoid disclosure of identity.
- Approved video calls such as Skype may be used for contacting other children/schools for project work, or pen-pals. This will only be done under teacher supervision.

## **School Website, social media and blogs**

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and 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.
- The publication of student work will be coordinated 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 schools website
- The school website will avoid publishing the first name and last name of individuals in a photograph

- 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

## **Personal Devices**

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's Acceptable Use Policy.

## **Legislation**

Parents should familiarize themselves with the following legislation:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Sanctions**

Misuse of the Internet may result in disciplinary action, as per our Code of Behaviour, 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.

This policy was drawn up by the staff in January 2015 and ratified by the Board of Management on 4<sup>th</sup> March 2015.

**Waterpark National School Permission Form**

**Please complete and return this form before Friday, 20<sup>th</sup> March 2015**

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

**Name of Student:** .....

**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:**..... (1<sup>st</sup> – 6<sup>th</sup> only)

**Date:** .....

**Parent/Guardian**

**1. Use of Internet**

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: Yes / No **(Please circle as appropriate)**.

**2. School Work on Internet (separate consent for photos)**

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: Yes / No **(Please circle as appropriate)**

**Parent's Signature:** .....

**Date:** .....

## USE OF PHOTOGRAPHIC IMAGES CONSENT FORM

Dear Parents

Waterpark National School uses images of pupils for internal purposes in accordance with the Data Protection Act. Photographing the children is regular practice as we record their progress for their record of achievement, especially in their early years. However, the school also uses images which may be viewed by the general public; these tend to be images which relate to day to day events in school. These images will hopefully be displayed on the school website; the School's newsletters, as promotional material for release to the media and/or shown on School Open Evenings and generally around the school buildings.

We will be very careful not to have the children's names attached to photographs and where images of pupils' are used, the school will abide by the school's Acceptable Use Policy to ensure child safety.

Should children's names appear in text documents (such as newsletters, award lists, and individual achievements) it will be their first name only. We will only use the first letter of a surname should there be more than one child with the same first name in that class. A child's name and photograph would never be used together, unless individual parental permission was sought on each occasion. We are asking that you consider allowing the school to use photographs of your child so that our website really does allow us to celebrate the success of your child at Waterpark National School.

Please complete and return the permission slip to let us know your wishes.

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**Please complete and return this form before Friday, 20<sup>th</sup> March 2015**

### PHOTOGRAPH PERMISSION SLIP FOR WEBSITE (Please tick as appropriate)

I give permission for my child's photograph to be used as outlined above, including on the school's website.

I do not give permission for a photo including my child to be used on the school website but give permission for their photo to be taken for teaching purposes e.g. recording achievement for assessment purposes. These photos will not be shared outside of school.

Name of Child: \_\_\_\_\_

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

Print name: \_\_\_\_\_

Date: \_\_\_\_\_