

St. Philomena's

*Girls' National School
Tullamore*



Acceptable Use Policy

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Tullamore

ACCEPTABLE USE POLICY (AUP)

FOR INTERNET ACCESS

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the school and Parents' Association will revise the AUP as deemed necessary. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

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:

- Internet sessions will always be supervised by a teacher.
- Filtering software will be used in order to minimise the risk of exposure to inappropriate materials.
- Teachers will discuss the area of internet safety with the children.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal storage devices in school, requires a teacher's permission.
- Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web:

- Students will use the Internet for educational purposes only.
- Students will only access websites permitted by the teacher. Students must always seek permission if in doubt.
- 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.
- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

E-mail:

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

Internet Discussion:

- Students will only have access to discussion forums or other electronic communication forums that have been approved by the school.
- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Disclosure of identity is forbidden and usernames will be used.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- 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 notice prohibiting the copying of such work without express written permission.
- Pupils will continue to own the copyright on any work published.
- 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.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Sanctions:

- If any of the above conditions/rules are broken, it will result in a temporary or permanent ban on Internet and/or computer use.
- Additional disciplinary action may be taken in line with existing approved school practice on inappropriate language or behaviour.
- Remember that school computers also record details of what pupils have viewed on the Internet.
- The school reserves the right to report any illegal activities to the appropriate authorities.

Legislation:

It is important to familiarise yourself with the following recommended legislation.

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

N.B. (Please note that The Board of Management cannot be held responsible for pictures/videos taken by parents/guardians/others at school celebrations, school outings etc.)

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“Computers are magnificent tools for the realization of our dreams, but no machine can replace the human spark of spirit, compassion, love, and understanding.”

Louis Gerstner