

St. Nicholas' National School

Acceptable Use Policy for Internet Usage

Statement:

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Therefore, if our Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined will be imposed.

It is envisaged that school and Board of Management representatives will revise this policy every two years. This policy should be read carefully to indicate the conditions of use are accepted and understood.

School 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 usage will be in the presence of a teacher or other staff member eg. SNA/classroom assistant
- Pupils will use the computers, laptops, I pads and other devices with permission of the teacher.
- Filtering systems will be used in order to minimise the risk of exposure to inappropriate material. These filtering systems are through the National Centre for Technology in Education.
- The school will regularly monitor pupil's internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection will be used and updated regularly.
- The use of personal memory keys is prohibited. Each pupil will use his/her school memory key.
- Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any actions that may bring the school into disrepute.
- As part of the school's SPHE programme, pupils will undertake age appropriate lessons in internet safety.

World Wide Web

- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will use the internet for educational purposes only.
- Pupils will be made familiar with copyright issues related to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils will be made aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security or networking management reasons.

School Staff

- School staff may not use the internet for personal use during school hours, with the exception of break times.
- School staff is strictly forbidden to access inappropriate material on the internet at any time.

E-Mail

- Classes will only use approved class e-mail accounts under the supervision and with the permission of the teacher. This includes the school's G suite.
- Pupils will not send or receive material that is illegal, obscene, defamatory or that is intended to hurt or intimidate another person.
- Pupils will not reveal their own or another pupil's personal data such as addresses, telephone numbers, pictures or information relating to the school.
- Pupils will never arrange a face-to-face meeting with someone they have met on the internet.
- Pupils will not send or receive e-mail attachments without the permission of the teacher.

Internet Chat

- Pupils will only have access to discussion forums or other electronic communication forums such as skype, that have been approved by the school.
- Discussion forums and electronic communication forums will only be used for education purposes and will be supervised.
- Face-to-face meetings with someone organised via the internet is forbidden.

School Website

- Pupils will be given the opportunity to publish approved projects, artwork or school work on the school's website.
- The publication of student work and photographs will be co-ordinated by the class teacher and uploaded by the principal teacher or deputy principal.
- Pupils' work, activities and pictures will appear in an educational context on the school's website.
- Photographs, audio and video clips will appear in an educational context.
- Personal pupil information including pupils' names, addresses and contact details will not be published on the school website.

- Pupils will continue to own the copyright on any work published.

Twitter

- The school has a Twitter account and information and photographs will be uploaded by the principal teacher, deputy principal and other teaching staff.
- Twitter will be used to keep parents informed of school activities and events.

Facebook

- The school will set up a Facebook page for promotional purposes and link to the school's website.

Aladdin

- The school uses the education administration software package 'Aladdin' for all school administration. This was approved by the Board of Management in 2017

G Suite

- The school uses G suite for teacher and pupil documents and work. Parents give written consent if pupils are to use school's dedicated g mail.

Legislation

- The school will provide information on the school's internet policy and parents/guardians will be asked to sign a form giving their children permission to use the internet in school under the terms of this policy.

Support Structures

- Parents are asked to inform themselves of key support structures and organisations that deal with illegal material or harmful use of the internet.
- Teachers are encouraged to attend in-service training in this area.

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 reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed and ratified by the Board of Management in January 2020

Signed: *James Clarke* (Chairperson of the Board of Management)

Date: *January 2020*