

*St. Colmcille's School
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Internet

Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy will cover I.T .equipment within the school and school related activities only.

It is envisaged that school and parent representatives will revise the AUP periodically. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood. This policy applies to all users of the school I.T. system i.e. teachers, children, parents, ancillary staff, visitors, etc. All pupils will be asked to sign an internet user Code of Conduct.

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 and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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 update on a regular basis. This will include anti-spyware
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- 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.
- Pupils will participate in lessons about the importance of internet safety e.g. www.webwise.ie

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will never disclose or publicise personal information of themselves or others.
- 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 approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's details, such as addresses or telephone numbers or pictures.
- 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

- Individual students will not have access to chat rooms or discussion forums.
- Any internet chat/video rooms e.g. Skype will only be used on a whole class basis and will always be supervised.
- 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 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 pupils or staff.
- The publication of pupil 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 permission.
- Personal pupil information including home addresses and contact details will be omitted from the school's website.
- Pupils will continue to own the copyright of any work published.
- The school website will avoid publishing the first name and last name of individuals in a photograph.

Personal Devices

- Having a mobile phone or any electronic devices in school or while participating in school based activities is prohibited and is in direct breach of the school's Acceptable Use policy and Mobile Phone and Electronic Devices Policy
- In exceptional circumstances a phone may be brought to school and left in the office with the school secretary and collected at the end of the day. A note from parents must be presented to the principal on these occasions.
- Any pupil who brings a mobile phone or device to school risks having it confiscated for 2 days.

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. This information will also be available on Google search.

- Data Protection(Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Defamation Act 2009

Support Structures

The school will inform students and parents of key 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 from the school. The school also reserves the right to report any illegal activities to the appropriate authorities.

It is envisaged that school and parent representatives will revise the AUP annually.

This version of the AUP was created on Sept 21 '05 by the principal and post-holder for computers and was duly ratified by the Board of Management.

Updated and ratified by the Board of Management on 13 / 5 / 2019