

School Name: St. Canice's Boys' National School

Address: Glasanaon Road, Finglas, Dublin 11

Aim

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This version of the AUP was created on 14th October 2013 in consultation with school staff, parents and Board of Management.

School's Strategy

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:

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 students' internet usage.
- Students and teachers will regularly discuss the topics of Internet Safety and Cyber Bullying in trying to promote safe and respectful internet use while in school and at home. Information on Internet Safety is available on the school website. External organisations may visit the school to offer lessons to children and staff on Internet Safety and Cyber Bullying.
- 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission. Scanning of such items using appropriate anti-virus software is obligatory.
- 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.
- Students will not visit websites that staff members have specifically requested them to avoid.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of 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, 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 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.

Communications

- The use of Mobile Phones is subject to the Mobile Phone/Handheld Device Policy of the school.
- The use of Handheld Devices is subject to the Mobile Phone/Handheld Device Policy of the school.
- Students may only use personal email addresses in school or on the school network with the permission of a teacher.
- Students may use a school or school sanctioned email address for educational purposes only.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school. These forms of communication will only be used for educational purposes and should always be supervised. Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet communication is forbidden.
- Students are not permitted to access social networking sites while on school grounds or while involved in school activities.
- Students are only allowed to use blogs after seeking permission from a teacher and while under supervision of a teacher.

Inappropriate Activities

- Students shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:
 - a) child sexual abuse images
 - b) promotion or conduct of illegal acts, eg under child protection, obscenity, computer misuse and fraud legislation
 - c) racist material
 - d) pornography
 - e) promotion of any kind of discrimination
 - f) promotion of racial or religious hatred
 - g) threatening behaviour, including promotion of physical violence or mental harm
 - h) any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Students shall not use school systems to run a private business
- Students shall not use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Schools Broadband Service and the school.
- Students shall not be involved in uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Students shall not be involved in revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer/network access codes and passwords)
- Students shall not be involved in creating or propagating computer viruses or other harmful files.
- Students shall not be involved in carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet.

- Students shall not be involved in on-line gaming.
- Students shall not be involved in on-line gambling.
- Students shall not be involved in on-line shopping/commerce.
- Students shall not be involved in file sharing.
- Students shall not be involved in the use of social networking sites.

School Website

- 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.
- Website using facilities such as comments, guestbooks, noticeboards, weblogs and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Student'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.
- 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 school web pages.
- 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.

Mobile Phones/Personal Devices

The use of Personal Handheld Devices and Mobile Phones is covered in our Mobile Phone/Handheld Device Policy.

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:

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

Support Structures

The school will inform students and parents of key support 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 or expulsion in accordance with the school code of discipline.
- Misuse of the internet by staff may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases suspension and dismissal.
- The school also reserves the right to report any illegal activities both of pupils and staff to the appropriate authorities.

Name of Student: _____

Class: _____

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: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son to access the Internet in school. 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
(Please tick as appropriate)

I do not accept the above paragraph

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 website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph
(Please tick as appropriate)

I do not accept the above paragraph

Signature: _____ **Date:** _____

Address: _____ **Telephone:** _____

