



## Scoil Náisiúnta an Easpaig Ó Gealbháin

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### Acceptable Use Policy for Internet and ICT Use in School

**Acceptable Use Policy (AUP) is:** a written agreement that a user must agree to in order to gain access to the school's network. It may also cover how other communication devices, such as mobile phones, digital cameras etc. can be used on the school premises. An AUP is signed by students and their parents, and it outlines the terms and conditions of acceptable use of the Internet and Information and Communication Technologies (ICT) in the school.

**Aim of AUP:** 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, and requires responsibility. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

#### School Procedures

As the Internet is available in all classrooms and in the computer room, the school will employ the following procedures in order to maximise learning opportunities, and reduce risks associated with the Internet:

- Internet use is always under the supervision of a teacher.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software is used and is updated on a regular basis.
- The use of personal Removable Storage Devices i.e. USBs, CDs, etc. requires a teacher's permission.
- Pupils' time on the Internet will be limited and children will be given specific educational tasks to carry out while on the Internet.
- Filtering software is used in order to minimise the risk of access to inappropriate websites.
- Students and teachers will be provided with information in the area of Internet safety.
- Websites offering support and advice in the area of Internet Safety will be brought to the attention of parents and teachers.

#### School Website and Social Media Account

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website, which includes the school Twitter account, in accordance with clear policies and approval processes regarding the content that can be loaded.
- Digital photographs, audio or video clips published for the website will focus on group activities, rather than individual students. Only first names will be included.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on the website with a copyright notice prohibiting the copying of such work without express written permission.
- The school will ensure that the image files are appropriately named (will not use pupils' names in image file names or ALT tags if published).

## **Personal Devices**

Pupils are not permitted to use their own personal devices in school, unless they have the permission of the teacher. Mobile phones may not be used in school. If a child has a mobile phone, when on school grounds, it should be turned off and in their bag. Sending messages or the unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy.

## **Sanctions**

- Pupils are responsible for good behaviour on the Internet, the same as in the classroom and on yard. The school's Code of Behaviour applies.
  - Following a breach of rules, access to ICT and/or the Internet may be withdrawn.
  - If a pupil uses his/her Personal Device, including mobile phones, without the permission of the class teacher, it will be confiscated until such time that it is collected by the parent/guardian from the principal's office. The school's Code of Behaviour will apply.
  - The school reserves the right to report any illegal activities to the appropriate authorities.
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# Acceptable Use of ICT and Internet: Agreement and Permission Form 2018/2019

## Pupil Agreement

*I will only access the computer system with the login and password I have been given.*

*I will not access files that are not my own.*

*I will not use any Removable Storage device without the permission of my teacher.*

*I will not access the internet without the permission of my teacher.*

*I will report any unpleasant material to my teacher immediately, in order to protect myself and other pupils.*

*I will not complete and send forms without the permission of my teacher.*

*I will not publicise mine or any other person's personal information.*

*I understand that I do not have permission to print or download any information, without my teachers' permission.*

*I will not use email or any messaging service to arrange a face-to-face meeting with someone.*

*I agree to accept the school rules and the sanctions for Personal Devices and ICT and Internet usage in school.*

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Agreement

As the Parent/Guardian of \_\_\_\_\_, I have read the Acceptable Use Policy and grant permission for my son/daughter to access the internet. I understand that the school cannot be held responsible if a pupil accesses inappropriate websites, but that every reasonable precaution is in place to reduce the risks associated with the Internet. I have discussed online safety with my child and accept the conditions and sanctions in this policy.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School Website and Social Media Account

I understand that, if the school deems it appropriate, my child's schoolwork may be published on the school's website. Only group photographs will be taken, and no personal details will be given with pupil pictures. The pupil continues to own copyright of any work published. Please sign below to confirm that you are aware of this.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_