

Ballinderreen NS
Information Technology Acceptable Use Policy

The aim of this Information Technology 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. It is envisaged that school and parent representatives will revise the Information Technology AUP regularly. Before enrolling, the Information Technology AUP should be read carefully by parents to ensure that the conditions of use are accepted and understood.

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 from the PDST is 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 updated on a regular basis.
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- 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 report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time. During Break Time, they may be allowed to use the Internet for non-curricular purposes. However, all websites will be vetted by the class teacher.
- 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 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 /Internet Chat

- Students will use approved 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 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.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff
- Please ensure that online messages and comments to the school are respectful. Any messages written on online forums are treated in the same way as written messages to the school.
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Role of Teacher

- Explain clearly to their pupils our Information Technology Acceptable Use Policy.
- Monitor their pupils' use of the internet.
- Report any undesirable material found by pupils to the proper authorities.
- Instruct their pupils how to react to unwanted emails.
- Help their pupils to find educational material online.
- Encourage their pupils to show respect for others when they are online.

Role of Pupil

- Ask permission before using the internet at school, uploading or downloading information and using any storage device such as a USB key.
- Do not access other people's files.
- Do not share/send personal information with/to anyone whom they encounter online.
- Tell teachers about any upsetting or frightening material they find online.
- Keep their passwords secret.
- Treat others online the same way as they would like to be treated.

Ratified by Board of Management on the 24th of November 2021.

Signed: Diarmuid Kelly

Chairperson, Board of Management

Signed

A handwritten signature in cursive script, appearing to read "Barry O'Connell".

School Principal