

# Internet Safety: Acceptable Use Policy Kilcolman N.S.

## 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. Before signing, the AUP should be read carefully 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 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 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, CD-ROMs, 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
- 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**

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education:

	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
<b>Communication Technologies</b>				
Mobile phones may be brought to school				✓
Use of mobile phones in lessons				✓
Use of mobile phones in social time				✓
Taking photos on mobile phones or other camera devices				✓
Use of hand held devices eg PDAs, PSPs				✓
Use of personal email addresses in school, or on school network				✓
Use of school email for personal emails				✓
Use of chat rooms / facilities				✓
Use of instant messaging				✓
Use of social networking sites				✓
Use of blogs				✓

### 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 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
- 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
- Students will continue to own the copyright on any work published

### **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (/ USB devices etc) in school if they have permission.

### **Distance Learning**

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Classroom, Google Meet, Zoom, Seesaw, Padlet, Skype, Microsoft Teams, Class Dojo, and other platforms approved by the principal, to assist with distance teaching and learning.

The school has signed up to the terms of service of the online platforms in use by the school.

The school has enabled the most up to date security and privacy features which these online platforms provide.

Staff members will adhere to school guidelines on the use of platforms for live engagement.

If teachers or SNAs are using Zoom, parents' / guardians' email addresses will be used for children to access lessons or meetings.

Parents/ guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms.

Parents/guardians must agree to monitor their child's participation in any such lessons and to be in the room with the child for any one-to-one meetings or classes.

Children will be expected to follow school guidelines on online behaviour.

### **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 also reserves the right to report any illegal activities to the appropriate authorities.

The following parties were consulted in drawing up this policy: Staff, parents, pupils and Board of Management

December 2020

## Permission Form

Please review the school Internet Acceptable Use Policy, and sign and return this permission form to the Principal. The Acceptable Use Policy is available to view on our school noticeboard.

**School Name:** \_\_\_\_\_

**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 or daughter or the child in my care to access the Internet. 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**  **I do not accept the above paragraph**

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work 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**  **I do not accept the above paragraph**  (Please tick as appropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

Dear Parent/Guardian,

**Re: Internet Permission Form**

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. It is important that the school's Acceptable Use Policy is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

Freda Mills

Principal

## AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

- Have AUP implementation issues arisen since the AUP was designed/revised?
- Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
- Given that an AUP is in place, can the school confidently address the following scenarios?
- A student is found using a chat room to arrange a face-to-face meeting with a friend
- The school uses filtering software but a student accidentally accesses a pornographic website while in your care
- A student publishes defamatory information on a personal website about a peer
- Has the AUP had a positive impact on curriculum delivery?
- Has internal or external expertise assisted the formulation or reformulation of the AUP?
- Has the AUP as a code of Internet use transferred to home use?
- Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
- Are teachers' and students' internet safety training needs being met?

Ratified by the Board of Management on:

Signed: \_\_\_\_\_  
(Chairperson)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_