Monastery National School Acceptable Use Policy for;

- ➢ **the internet and school computer network**
- ➢ **personal devices, new and emerging technologies**
- ➢ **The recording and broadcast of video footage**
- ➢ **Parents' use of personal devices and use of school communications**

The aim of this policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. It also outlines the schools policy on personal devices such as mobile phones, I Pods, Mp3 players, other emerging technologies, the recording and use of video footage and the . The policy also includes guidelines for parents in relation to the use of personal devices on school grounds and the appropriate use of school communications.

This policy outlines:

1. **Our purpose in providing access to the Internet in the Monastery School.**
2. **Guidelines for ensuring that Internet access is appropriate and safe.**
3. **Guidelines governing the use of Personal Devices, new and emerging technologies.**
4. **Guidelines governing the recording / broadcast of video footage on TV or on the internet.**
5. **Guidelines for Parents in relation to our Acceptable Use Policy**

1. Internet:

Staff (including SNA s and substitute teachers) involved in supervising children accessing the Internet, will be provided with a copy of this policy document. Our school policy will also be available for parents to read.

a) Purpose of Internet provision in Monastery School

The provision of Internet resources in school will:

- Allow access to educational material worldwide, e.g. museums, art galleries, libraries, as provided under filtering level 5 from the Department of Education & Skills.
- Allow communication between schools in an educational capacity.
- Allow communication between advisory and support services.
- Enhance the schools management facilities.

2. Guidelines for ensuring that Internet Access is appropriate and safe.

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. The following key measures will be adopted to ensure that pupils are not exposed to unsuitable or inappropriate material.

i. Using the World Wide Web

- Monastery school has chosen filtering level 5 from the Department of Education & Skills which allows for access to a wide range of websites and categories, while blocking potentially liable, objectionable or controversial content.
- Students and teachers will be provided with training in the area of Internet safety.
- Pupils will use the Internet during class time only and will be supervised by a teacher.
- Teachers will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Staff will be vigilant when pupils are undertaking their own research and will check that the children are following the agreed search plan.
- Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others.
- Uploading and downloading of non-approved software will not be permitted.
- 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.
- 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 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.

The IT co-ordinator will ensure that our server updates virus protection regularly to protect the integrity of the network.

ii. Using e-mail
Appropriate educational use of e-mail will be adopted.

- Pupils may send e-mail as part of a planned lesson only and will not be given e-mail accounts.
- Incoming e-mails to pupils will not be regarded as private.
- Children will have the e-mails they compose checked by a member of staff before being sent
- E-mail will be used for educational purposes only.
- 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.
- Internet Chat
    - Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
    - Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
    - Usernames will be used to avoid disclosure of identity.
    - Face-to-face meetings with someone organised via Internet chat will be forbidden.

iii.   School Website

- Where the school deems it appropriate, a child's school work may be chosen for inclusion on our school's World Wide Web pages.
- A child's picture or video may also be published on the school website with his Christian name only. No other personal details will be given with my son's pictures / videos.
- Where a competition winner \ school news \ student of the month \ sporting achievements etc are to be published on the website, my son's full name will be published in text only without any photo or other personal details.
- 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.
- If website facilities such as guest books, notice boards or weblogs are used they will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by the IT coordinating teacher.
- Pupils' 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 not be published on the school website unless absolutely necessary e.g. your child is the sole winner of a competition.
- Personal pupil 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 together in a photograph.
- 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 on the web.
- Pupils will continue to own the copyright on any work published

The following conditions shall also apply:

- All computer and electronic communications in the school shall be for school use only.
- All staff and students must follow the rules set forth in the School Internet plan.
- If users mistakenly access inappropriate information, they should immediately inform the teacher / system administrator.
- Staff and students must not tamper with system settings.
- Parents may choose not to allow their child (ren) to access the internet in school and this will be conveyed to the class teacher in writing.

3.   Guidelines for the use of Personal Devices, New and Emerging Technologies

Pupils' use of their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera (still or moving) is in direct breach of the school's **Acceptable Use Policy** and our school **Code of Behaviour**.

- Pupils' use of Mobile phones / I pods / Mp3 players / cameras / other recording devices is strictly prohibited in the school, while on school tours/outings and/or attending any other school organised event outside the school grounds. E.g. swimming lessons.
- **All pupils' mobile phones / I pods / Mp3 players must be switched off prior to entering the school grounds. They may be switched on again after exiting the school grounds. Failure to comply with this guideline is a serious breach of our Code of Behaviour and sanctions outlined in this policy will be applied.**
- All pupils' mobile phones / I pods / Mp3 players will be retained by the class teacher for the duration of school time and may be retrieved from the teacher on leaving the school.

i. 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:

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

ii. 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.

iii. Sanctions

Misuse of the Internet, mobile phones, personal devices and/or new and emerging technologies may result in disciplinary action in accordance with our Code of Behaviour, 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.

4. Guidelines governing the recording & broadcast of video footage & video conferencing

The use of video footage is often used to facilitate project work, promote our school, engage in classroom video conferencing etc. Your son may be included in some of this video footage on a DVD of the Christmas Concert and/or as part of a TV programme focussing on some aspect of school life such Green Schools / Active Schools / school promotional video etc. This video footage may be broadcast on TV or on the internet. He may also be involved in video conferencing in the classroom using school webcams for educational reasons.

- The majority of video footage will focus on groups.
- First names only will be used and personal details will be excluded.
- A contractor is employed to video the Christmas Concert and DVDs are sold to parents.
- Pupils will only be videoed if they are appropriately dressed.
- The school reserves the right to request the editing out of any video images.
- Parents / Guardians reserve the right to withdraw video recording consent at any stage.

5. Guidelines for Parents in relation to our Acceptable Use Policy

- Parental use of personal devices to record on school grounds is strictly prohibited in accordance with our Child Protection Policy and CCTV Policy.
- School communications including notes, texts are intended solely for the use of the person(s) (\"the intended recipient(s)\") to whom it is addressed. It may contain information which is privileged and confidential within the meaning of applicable law. It should not be distributed to others without the permission of the principal and the school Board of Management.
- The copying and/or posting of school communications on social networking (e.g. Facebook) and / or other media are strictly prohibited.
- The recording or taking of images/videos during school events by parents (e.g. Christmas Concert / Sports Day) must be purely for personal use only and must not be uploaded to the internet or redistributed in any other way.