



Ovens N.S. AUP (Acceptable Use Policy) on the use of the Internet.

The aim of this AUP 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed.

It is envisaged that the board of Management and Teachers will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

The members of the ICT Committee of Ovens N.S. created the first version of the AUP in November, 2004. This has been reviewed regularly since then and so far has served the school community well. It will be revised if and when circumstances such as broadening the filtering level arise in the future or for some other reason.

School's strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows.

- A teacher will always supervise Internet sessions.
- Websites will be previewed/evaluated using the NCTE's website evaluation model before being integrated into lessons.
- Access will be allowed only to age appropriate sites.
- A firewall is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated.
- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Students and teachers will be provided with training in the area of research techniques specific to the Internet.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated regularly.
- The use of personal floppy disks or CD-ROMs in school is not allowed.

The Internet

- Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- In the event of accidentally accessing any of the above sites, the Student will immediately turn off the monitor and report the incident to a teacher or supervisor.



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- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicise personal or confidential information, for example, classmate's home addresses, telephone numbers, name and location of their school.
- Students will not examine, change or use another person's files, user name or passwords.
- Students will be aware that any usage, including distributing or receiving of any information, school related or personal, may be monitored for unusual activity, security, and/or network management reasons.

E-mail

- Students will use approved class email accounts under supervision or permission of 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 refrain from sending on chain letters or forward messages without the permission of the sender.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Distance Learning

- In the event that Ovens N.S. is closed for an unexpected length of time or in a public health emergency, the school may use distance learning platforms such as Seesaw.
- Seesaw is a digital portfolio tool which allows pupils to store their work in an online space and gain feedback from their teacher. It can be used on a computer (PC), tablet or smart device. It enables teachers to set tasks or assignments and include instructions or templates for pupils to use at home.
- Pupils can share their work using photos, videos, drawings, text, PDFs and links.
- Pupils retain the copyright on material submitted to teachers in the digital portfolio.
- Communication can be made both publicly and privately via these applications which allows for confidential, discrete or individualised engagement between all school stakeholders remotely, as would be otherwise possible in a school setting.
- Occasionally video conferencing platforms such as Zoom may be used. Parents consent to their child using video conferencing platforms by allowing their child to join a meeting on Zoom.
- Parents/guardians must monitor their child's participation in any such lessons conducted on these online conferencing platforms.



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- Staff using video conferencing will ensure they have familiarised themselves with the functions of the service and the privacy settings. Recording of any video conferencing by parents or children is prohibited.
- The meetings will be password protected and the teacher will have to admit the child to the video meeting on each occasion for added security.

Internet Chat

- Students will have access to moderated chat rooms or discussion forums such as those found on the Scoilnet website. Approved platforms such as Seesaw may be used for remote learning/teaching.
- Moderated chat rooms, discussion forums and newsgroups will only be used for educational purposes and will always be supervised.
- User names may be used to avoid disclosure of identity.
- Face to face meetings with someone organised via Internet will be allowed for remote learning with permission/supervision of parents.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- A teacher will coordinate the publication of student work.
- 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.
- Personal pupil information, including home address and contact details, will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published

Data Protection

Please see the school's Data Protection Policy for more information.

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.

Signed: _____
(Chairperson Board of Management)

Date: 15/12/2021



Ovens National School

Dear Parent,

Re: Internet Permission Form

As part of the school's IT programme we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts and communicate with others. As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful. To minimise the risk of children accessing any of this material, on the advice of our IT Consultants, we have installed a firewall.

The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to allow their children access to Internet in school.

During school, teachers will guide pupils towards appropriate materials. The ScoilNet website which is available at <http://www.scoilnet.ie> is designed to assist schools to access information and resources relevant to the needs of Irish education. The school may choose to use other resources as well, such as Seesaw. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, magazines and other potentially offensive media. The school has a website accessible by any Internet user around the world. The website contains information and pictures of school activities. The website address is www.ovensns.com.

We would be grateful if you could read the enclosed AUP (Acceptable Use Policy) and then complete the permission form, which follows.

Yours Sincerely
Ovens N.S.



Ovens National School

Please complete and return this form to the principal.

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to comply with the school AUP (Acceptable Use Policy) on the use of the Internet. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: _____ Date : _____

Parent

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter to access the Internet. I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable website, but that every reasonable precaution has been taken by the school to provide for online safety.

Parent Signature: _____ Date: _____

Telephone no. : _____

School Website

I understand that, if the school considers it appropriate, my child's school work may be chosen for inclusion on our school's web site, I understand and accept the terms of the AUP (Acceptable Use Policy) relating to publishing children's work on the school web site. Please sign to confirm that you are aware of this.



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Parent Signature: _____ Date: _____

Acceptable Use Policy (regarding IT)

Permission Form

Ovens National School

Name of Pupil: _____

Pupil

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.

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the school ICT Policy (available to view on the school website www.ovensns.com) and grant permission for my son/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 pupils access unsuitable websites.

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 children's work on the school website.

I accept the above paragraphs on behalf of my child

Signature: _____ Date: _____