

Scoil Mhuire Rosslare

Internet Acceptable Use Policy

This version of the Acceptable Use Policy was presented at an in-school management meeting and subsequently at a staff meeting on 3rd December 2013. Those present at staff meeting were Mrs Anne Marie Carthy, Mrs Lucy Moore, Ms Ann Lyons, Mrs Catherine Berney, Ms Eilis Kavanagh, Ms Andrea O' Neill, Ms Annette Moroney, Ms Caroline Lacey, Mr Liam Lawlor and Mr Morgan O' Flaherty

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 Therefore, if the school Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy – will be imposed.

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: -

General:

- Internet sessions will always be supervised by a teacher.
- Filtering software is used to minimise the risk of exposure to inappropriate material.
- Students 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 requires a teacher's permission and teacher supervision.
- 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 only be allowed to access Internet sites assigned to them by the class teacher.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will report any 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)
- Downloading materials or images not relevant to their studies, is in direct breach of the schools' Acceptable Use Policy.
- Students will never disclose or publicise personal information when using school Internet facilities.
- 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:

- Email 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, 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 address, telephone numbers or pictures via school email or other means
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet via school email
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Where children/classes maybe involved in specific inter-schools projects such as a twinning etc, parental/guardian consent will be sought and an explanation of what is needed for the project will be outlined to parents/guardians.

Internet Chat:

- Students are not permitted to use Internet chat rooms.

School Website:

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupil's name will not be published beside their photo
- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the Website.
- The publication of student work will be co-ordinated by a 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 without parental permission.

- Pupils will continue to own the copyright on any work published.

Electronic Personal Devices:

Electronic personal devices are not permitted in school. See Mobile Phone and Electronic Devices Policy.

Support Structures:

The school will inform parents/guardians (and students where necessary) of key support structures and organisations. Parents/Guardians will be informed when school is notified of apps or other material not deemed helpful or suitable to children that deal with illegal material or harmful use of the Internet. When notified, it is a parents/guardians responsibility to research the content of such a notification further.

Sanctions:

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme case, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review

This policy will be reviewed as new technology comes on stream or every three years.

Ratification:

The policy was ratified by the Board of Management at their meeting on _____.
It will be available for inspection by any interested parties in the school office.

Signed: _____
Chairperson

Date: _____