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Internet Acceptable Use Policy.

1. **Introduction an Aims.**

The aim of this Acceptance Use Policy (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 Therefore, if the School AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

It is envisaged that school and parent representatives will revise the AUP as required. Before signing the consent form, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

This version of the AUP was created on the 4th of June 2004 in consultation with Staff, Management and Parents' Representatives based on guidelines provided by the NCTE and reviewed in March 2011.

(National Centre for Technology in Education).

2. **School's Strategy.**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risk associated with the Internet. These strategies area follows:

General:

- Internet sessions will always be supervised insofar as is possible.

- Filtering software and /or equivalent systems (e.g. higher than usual safety settings on browsers) may be used in order to minimise the risk of exposure to inappropriate material.

- 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 USB drives or CD –ROM's in school requires a teacher's permission.

- Students will observe good "etiquette" (i.e. etiquette or good manners on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objective materials.

- Students will use the Internet for educational purposes only.

- Students will be familiar with copyright issues relating to online learning.

- Students will never disclose or publicise personal information e.g. names, addresses or other personal details, either about themselves or others.

- 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.

- Students will never arrange a face-to-face meeting with anyone with whom they come in contact on the Internet.

Email:

- Students will use approved class email accounts under the supervision or with permission from the teacher where applicable.

- 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.

- 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 or other electronic communication forums that have been approved by the school and no student may access those without teacher permission.

- 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.

School Website:

No school website has yet been set up, but it is hoped that this will be achieved at a future date. The following guidelines will apply to the establishment and ongoing organisation of a school website.

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.

- A teacher will coordinate the publication of student work, if it is decided to publish such 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.

- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school will continue to own copyright on any work published.

Letter to Parents

Re: Internet Permission Form.

Dear parents/Guardians

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

However, access to and use of the Internet requires responsibility on the part of user and the school. These responsibilities are outlined in the school's Acceptance Use Policy, which has been formulated in consultation with staff, management and parents and is available to all parents on request.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidently or deliberately access inappropriate or objectionable material. However every effort will be made to prevent this.

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.

Yours sincerely

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Ann-Marie Stenson. (Principal)

For the Board of Management.