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ICT Acceptable Use Policy
For Lavally N.S.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 staff will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This AUP was created by the Principal and Teaching Staff and approved by the Chairperson of the Board of Management.

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.
- Keep filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- The school will monitor pupils' Internet usage.
- Pupils 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.

World Wide Web
- As far as possible/practicable, teachers will have visited the site beforehand and will have checked all links to ensure it is age appropriate.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise personal information.

Internet Chat (Very restricted use only)
- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums 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 is forbidden.
- Skype may be used for contacting other children/schools for project work, or pen pals. This will only be done under teacher supervision.

School Website
- The school website will be an information site for interested parties. It will generally contain enrolment information, school calendar, monthly newsletter, and Parents' Association newsletters.
- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the public gallery of the school website. Instead photographs, audio or video clips will focus on group activities and children's work.
- Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

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

Email
- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

Review and Ratification

This policy was reviewed on _____

This policy was ratified by the Board of Management

on_____

Signed:_____

  (Chairperson, Board of Management)

Notes for Staff

Resources to use when teaching the children about internet safety:
- Lessons from the www.webwise.ie site
- Scoilnet's internet safety theme page http://www.scoilnet.ie/online_safety_primary.shtm

Any items that you want to show the children on the internet need to be checked out by you first e.g. Google images.

While researching items online to show the pupils please use the 'Freeze' button on the projector's remote control until you are happy that the content that will be projected onto the screen is appropriate.

Utilize Google's strict search filter.

Important Information for all Staff

1. **Personal Internet Use**

   - Personal internet use is only permitted outside of teaching hours. Staff must ensure that all sites and material accessed are appropriate for a school setting.

2. **Personal E-mail Use**

   - Access to personal e-mail accounts is only permitted outside of teaching hours. Teachers must ensure that e-mails accessed are appropriate for a school setting and must not open any e-mails that they suspect may contain any virus or inappropriate material.

3. **Personal Printing**

   - Teachers are permitted to utilise school printing resources for personal use in exceptional circumstances and then only in a limited manner. If a teacher wishes to utilise school resources to print personal material they must first get permission from the Principal.

Permission Form

Please read the four sections below, sign each one individually and return form to school.

Pupil's Name: _____

Use of Internet in School

As the parent or legal guardian of the above pupil, I 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.

I accept the above paragraph. ☐
I do not accept the above paragraph. ☐
(Please tick as appropriate)

Signed Parent/Guardian: _____

Date: _____

Health Service Executive (HSE)

In order to carry out the immunisation programme and vision and hearing tests, the HSE requests the school to supply details of pupils. These details include name of pupil, full address, date of birth, contact telephone number, parents' names.

I give permission ☐
I do not give permission ☐
(Please tick as appropriate)

Signed Parent/Guardian: _____

Date: _____

Photographs
Pupils' photographs may be taken from time to time at school events and displayed in the school <u>only</u>.

I give permission ☐
I do not give permission ☐
(Please tick as appropriate)

Signed Parent/Guardian: _____

Date: _____ ____

School Website
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 Computer Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph. ☐
I do not accept the above paragraph. ☐
(Please tick as appropriate)

Signed Parent/Guardian: _____

Date: _____