

Lucan Educate Together

Policy on acceptable use of the internet

November 2014

Rationale:

This policy is necessary as we have consolidated our computers systems and all classrooms and all children have safe access to the internet through the NCTE Schools Broadband Scheme.

Relationship to characteristic spirit of the school:

Lucan Educate Together endeavours to give each child every opportunity to learn in a safe environment.

Aims:

- To enable each child to access the internet safely.
- To make the staff, students and parents aware of the dangers associated with the Internet.
- To promote good practice, responsible and safe use of the internet.
- To ensure that all students and staff follow correct procedures in relation to the use of the internet in the school.
- To educate students about the dangers associated with the use of the Internet.

Guidelines

General:

- Internet sessions will be supervised by a teacher or appropriate adult.
- Filtering software and/or other equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupil's internet use.
- Students will be provided with training in the area of internet safety.
- The school will educate pupils on responsible and safe use of the internet and social networking sites (when using them outside school). The school will include programmes such as Webwise as part of SPHE during the course of the year.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and up-dated on a regular basis.
- The use of external storage devices e.g. USB keys, CD-ROMs etc. in school requires the permission of a teacher.
- 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.

Internet:

- Students will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable 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.

- 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.
- While using the whiteboard in the classroom every effort will be made to ensure age appropriate material is viewed.

Email/Internet chat:

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will be supervised.
- Usernames will always be used to avoid disclosure of identity.
- Students will not reveal their own or other people's personal details such as addresses, telephone numbers or pictures.
- Face-to-face meeting with someone organised via internet chat rooms will be strictly forbidden.
- Students will use approved class emails accounts under the 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 note that sending and receiving email attachments is subject to permission from the teacher.

School website:

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of students work will be co-ordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Pupil's work will appear in an educational context on the web with a copyright notice prohibiting the copy of such work without expressed written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities and will not be published without parental consent.
- Personal pupil information including home address and contact details will be omitted from the school web pages.
- Publishing first name and last names of individuals in photographs will be avoided when possible.
- 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 or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Legislation:

Information for parents, teachers and students on legislation relating to the use of Internet is available and it is recommended that each group should familiarise themselves with it.

Success criteria:

Incidences of access to inappropriate sites will be minimal or non-existent.

Roles and responsibilities:

1. **Principal** – to ensure that all members of staff and parents are aware of the A.U.P. (Acceptable Use Policy) and to monitor (in conjunction with the IT post holder and B.O.M.) the use of the internet in the school.
2. **Staff members** – responsibility to ensure all procedures are followed when using the internet as an educational medium with the children.
3. **Parents** – to support the school in their endeavours to allow the children to benefit from learning opportunities offered by the school's internet resources in a safe and effective manner.
4. **Students** – responsibility to follow procedures and also to communicate any obscene or disturbing information they may receive or view on the internet.

Timeframe for review:

This policy will be reviewed in November 2015

Responsibility for review:

Principal

IT post holder

Staff

Board of Management

Ratified by Board Of Management: _____

Date: _____