



LUCAN EDUCATE TOGETHER

POLICY ON ACCEPTABLE USE OF THE INTERNET

Rationale:

This policy is necessary to ensure safe use of internet facilities in our school for staff and students. We have consolidated our computer systems and now all classrooms have 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.

Guidelines:

Security Measures:

- Internet sessions will be supervised by a teacher or appropriate adult.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate materials.
- The school will regularly monitor pupil's internet use.

- 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 the internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for education 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 address, 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, or 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities and such content will not be published on the school website without parental consent. Parents of all pupils will be asked to complete a pupil information form requesting their permission for their child's photograph and/or work to be published on the school website. (As it would not be practical to seek consent on an item-by-item basis, the school shall seek consent from all Junior Infant parents / guardians and also parents of new pupils joining the school at the beginning of each school year.)
- Personal pupil information including home address and contact details will be omitted from the school web pages and publishing names (both first names and last names) of individuals in photographs will be avoided when possible.

iPads

- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- Students require permission before sending any form of electronic message.
- Audio or visuals taken at school cannot be transmitted, broadcast or transferred without the teachers' permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimise the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

Prohibited Uses for Computers and iPads (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad and computer must adhere to the ICT Acceptable Use Policy.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Pupils are not allowed to have music and install apps on their iPad.

- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
- Images or videos of other people may only be made with the permission of those in the photograph.
 - Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; the Principal.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorized Access: Only the ICT Coordinator have access to the iPads' passcodes.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
 - Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
 - Inappropriate media may not be used as a screensaver or background photo.
 - Lucan Educate Together National School reserves the right to confiscate and search an iPad to ensure compliance with this Acceptable Use Policy

Sanctions:

Some material available on the Internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. . Internet access in school includes a strict filtering service yet no filtering service is completely fool proof. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases, suspension or expulsion in line with the school's code of behaviour. The school will determine whether the misbehaviour is "minor" or "serious" and sanctions will be applied accordingly. The school also reserves the right to report any illegal activities to the appropriate authorities.

All of these sanctions are in line with our school code of behaviour policy.

Roles & 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 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.

Activity:	Date:
Reviewed:	
Ratified by Board of Management:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal: