



ACCEPTABLE USER POLICY

Gowran NS

The aim of this Acceptable User policy (AUP) is to ensure that pupils will benefit from learning opportunities offered to the schools internet resources in a safe and effective manner. Internet use and access is considered a school resource. Therefore, if the school AUP is not adhered to, this resource may be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

It is envisaged that the Board of Management, teachers and parent representatives will revise the AUP regularly. Before signing, the AUP should be read carefully to indicate that the content is accepted and understood.

Schools 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.

- Teachers will endeavour to supervise Internet sessions though this may not always be possible, particularly with the senior classes when they are engaged in project work.
- Websites will be previewed/evaluated using the NCTE's website evaluation model before being integrated into lessons
- Access will be allowed only to a listed range of approved sites
- A firewall, as recommended by the NCTE, is being used to minimise the risk of exposure to inappropriate material and to block unsuitable sites. This is regularly updated
- Students and teachers will be provided with training in the area of Internet safety and will complete the Webwise Primary Programme in the senior classes.
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software is used and updated regularly
- The use of personal memory sticks or CD-ROMs by the children in school is not allowed – each child has the use of a memory stick for their work in school.

Students will treat others with respect 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 knowingly attempt to visit Internet sites that contain obscene, illegal, harmful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance with the agreed rules for Responsible Use of the Internet as in the Webwise Programme.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only
- Students will not upload, download or otherwise transmit material that is copyrighted
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school
- Students will not examine, change or use another person's files, user name or passwords
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, as agreed in the rules for Responsible Use of the Internet, may be monitored for unusual activity, security, and/or network management reasons.

E-Mail

- 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 refrain from sending on chain letters or forward messages without the permission of the sender
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures
- Students will not arrange to meet anyone outside via school e-mail
- Students will note that sending and receiving e-mail attachments is subject to permission from their teacher
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff
- The publication of student work will be co-ordinated by a teacher.
- The school will use digital photographs, audio and video clips focusing primarily on group activities.
- The school website will avoid publishing the names of individuals in a photograph.

- Personal pupil information including home address and contact details will be omitted from web pages.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, is in breach of the school's Acceptable Use Policy. Please see Mobile Phone and Electronic Devices policy for further information.

Legislation

The Data Protection Act 1998 was passed to deal with privacy issues from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish information that is relevant to the context of the web page.

Further legislation relating to use of the Internet which teachers and parents should familiarise themselves with includes:

- Data Protection Amendment Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

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

This policy was last reviewed and updated in December 2012

Signed : _____ Principal

_____ Chairperson BOM