

Acceptable Use Policy (AUP)

Internet Use and Digital Policy



St Benignus NS, Balscadden

1.0 Introduction

St Benignus NS, Balscadden is committed to ensuring that every child receives a quality education. The aim of this Acceptable 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. This policy should be read in conjunction with the Code of Good Behaviour, the Anti-Bullying Policy, the Anti-Cyber-Bullying policy and the Mobile Phone policy.

2.0 The policy's relationship to the school's mission statement and ethos

St Benignus NS aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people. We endeavour to equip each child with the skills and positive self-esteem to empower them to contribute to their community, their home life and become lifelong learners. We believe that this AUP is essential for achieving that goal.

3.0 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:

3.1 General

- Internet sessions will always be supervised by a teacher.

- Filtering software and/or equivalent systems from the NCTE will be used in order to minimize the risk of exposure to inappropriate material. It is currently set at Level 3 internet filtering.
- The school will monitor pupils' internet usage.
- Senior class pupils 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.
- The use of memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

3.2 World wide web

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to their class teacher.
- Pupils will use the internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils 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 (AUP).
- Pupils 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.
- Usernames will be used to avoid disclosure of identity if registering to play online games.

3.3 Email

- Pupils will use only use approved e-mail accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone.
- Pupils will note that sending and receiving e-mail attachments is subject to permission from their teacher.
- Pupils should not open emails from senders they do not know.

3.4 Internet chat

- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

3.5 Web 2.0 (Social network sites, blogs, wikis etc)

- The internet has become a communication system for the school and the wider community. Services such as Databiz and Textaparent are currently being used by the school to communicate with parents/guardians. At present we are not using

them as a two-way communication system. Web 2.0 is open to potential dangers when used inappropriately. We ask parents and pupils:

- Not to post messages or comments of any kind on the school website. Any messages of any kind on social media or on the school website will be treated in the same way as written messages to the school.
- Not to copy photographs from the school website or use them on social networking sites. The school will continue to own the copyright of any photographs published and does not give permission for this.
- Not to request to 'friend' or 'follow' a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook/Twitter/Instagram or other social network request. Facebook, Twitter, Instagram or Snapchat and other social networks should not be used to contact staff members.
- Not to post digital photographs, audio or video clips of pupils or staff on social networking sites or on any part of the internet.

3.6 School website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of pupils' work will be co-ordinated by a teacher.
- 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.
- Names of pupils will not appear alongside their photograph.
- Where names appear with pupils' work, only first names will be used.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

4.0 Personal devices

In line with our Mobile Phone Policy, no electronic devices of any kind are allowed in school. If detected, these devices will be immediately confiscated and will only be returned to a parent/guardian. This limitation also applies to all school activities including but not limited to school trips, football matches etc.

5.0 Video recording

Parents/guardians who record the Christmas play shall not put any footage on social media websites.

6.0 School Photographs

Permission will be sought from the parents of incoming junior infants to allow school appointed photographers to take photographs of the pupils. Permission slips will be sent home for Communion/Confirmation photographs.

7.0 Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, pupils and parents should familiarize themselves with:

- Data Protection (Amendment) Act (2003).
- Child Trafficking and Pornography Act (1998).
- Interception Act (1993).
- Video Recordings Act (1989).
- The Data Protection Act 1988.

8.0 Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Written parental consent will be sought from parents/guardians at enrolment with regard to the AUP.

9.0 Sanctions

Misuse of the Internet or any of the terms of this policy 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 activities to the appropriate authorities up to and including Tusla and the Gardaí.

Refer to our Code of Good Behaviour and our Anti-Bullying policy for the full range of possible sanctions that may be used.

10.0 Evaluation and review

This policy will be evaluated and amended according to the extent to which it serves the needs of the school and protects the safety of its pupils.

Reviewed September 2003

Reviewed February 2014 with the co-operation of the relevant parents' sub-committee.

Reviewed 11/6/2018

This policy was adopted by the Board of Management on _____ (date)

Signed: _____
Chairperson of the Board of Management

Signed: _____
Principal

Date: _____

Date: _____