

## Acceptable Use Policy (AUP)

### Introduction and Rationale:

This document outlines the school's policy on permitted usage of the internet. The policy applies to all internet users of CNS schools and all methods of internet access, including desktop computers, laptop computers, mobile telephony, tablets, personal digital assistants (PDA's) and other devices capable of accessing the internet.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives 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 version of the AUP was created on 31st March 2014 by the ICT coordinating teacher and the staff at CNS schools. It was posted in draft format on the school website for consultation with the parents. It was then reviewed and ratified by the school manager.

### School's Strategy:

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General:

1. Internet sessions will always be supervised by a teacher.
2. Filtering software (filter level 6) and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor pupil's internet usage.
4. Students and teachers will be provided with training in the area of internet safety (see support structures)
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
8. Students will observe good 'netiquette' (i.e., etiquette on the Internet) at all times, treat others with respect and will not undertake any actions that may bring the school into disrepute.

### World Wide Web:

- Teachers will select sites which will support pupils' learning. Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must tell a teacher immediately if they encounter any material that is inappropriate or material that makes them feel uncomfortable.
- Students will use the internet for educational purposes only.
- Student laptops and desktops will be set to a child friendly homepage e.g. [www.safesearchkids.com](http://www.safesearchkids.com)
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 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.

### Email:

- Students will use approved class email accounts under supervision by or permission from 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 not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### 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 regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student 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.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

**Communication Technologies:**

<b><u>Communication Technologies</u></b>	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school (must be off during school)			✓	
Use of mobile phones in lessons				✓
Use of mobile phones in social time				✓
Taking photos on mobile phones or other camera devices				✓
Use of hand held devices eg PDAs, PSPs				✓
Use of personal email addresses in school, or on school network				✓
Use of chat rooms / facilities				✓
Use of instant messaging				✓
Use of social networking sites				✓
Use of blogs				✓

### Whole Class Internet Sessions/Browsing:

- The use of blogs, social networking sites, instant messaging and/or chat rooms may be used on a whole class basis at the teachers discretion. This will be done on the interactive whiteboard and will be for educational purposes only.
- At times, teachers may wish to use images to inform teaching. If carrying out an image search using a search engine e.g. Google™ images, teachers will ensure that their interactive whiteboards are set to 'no show'. This will ensure that the students are not exposed to any inappropriate results. The teacher may then deselect the 'no show' button, when he/she has found an appropriate image to inform his/her teaching.
- YouTube™ is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube™, teachers must ensure that their interactive whiteboards are set to 'no show' and that the audio is switched off/muted. This will ensure that the students are not exposed to any inappropriate results/advertisements. The teacher may then deselect the 'no show' button and switch on/unmute the audio, when he/she has found an appropriate video to inform his/her teaching or for recreational purposes. Teachers will have previewed any video segment in advance of showing it to the whole class.

### Legislation:

The school will provide information on the following legislation relating to use of the internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003  
<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998  
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993  
<http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989  
<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>
- The Data Protection Act 1988  
<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

### Support Structures:

Teachers will give instruction on appropriate use of the internet and how to use it safely. Websites offering support and advice in the area of internet safety have been listed on the "favourites" menu of each computer connected to the internet. The following is a selection:

- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/>

- Think Before You Click [www.thinkb4uclick.ie](http://www.thinkb4uclick.ie)
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

The following guides/manuals are available in school:

- Webwise Primary Teachers Handbook (National Centre for Technology in Education)
- Webwise AUP Guidelines (National Centre for Technology in Education)
- Think before You Click 'Empowering Students to be Effective, Autonomous and Safe Users of New Media' (National Centre for Technology in Education)
- ICT Framework Guidelines (National Council for Curriculum and Assessment)

### 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.

### Ratification and Review:

This policy was ratified by the BoM/single manager on \_\_\_\_\_. It will be reviewed annually and when needed, but no later than 2015.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Implementation:**

The policy has been implemented since \_\_\_\_\_.