Acceptable Use Policy 2015

The use of the Internet is an aspect of teaching which occurs in all classes.
Your attention is drawn to our Acceptable Use Policy

Revision   May *2015*

Acceptable Use Policy 2015
The Board of Management, staff and parents of St. Colmcilles J. N .S. Knocklyon, Dublin 16, acknowledge the educational value of ICT and recognize its potential to enhance and support the curriculum and facilitate differentiated learning environments.

Policy Aim
The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the Board of Management will revise the AUP
regularly. This version of the AUP was reviewed in April 2015 by the following teacher and parent representatives:

J. Boyle, E. Ruddy, D. Ni Bhroin, M. Faherty, Á. Lynch.

The AUP was ratified by the Board of Management on April 15th 2015.

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:

General
• Internet sessions will always be supervised by a teacher.
• Connection to internet will be filtered through the schools broadband in order to
   minimise the risk of exposure to inappropriate material.
• The school will regularly monitor pupils' Internet usage.
• Staff and students will be informed of good internet practice, including e-mail.
Internet PDST users will not undertake any action that may bring the school into disrepute.
• Uploading and downloading of non-approved software will not be
   permitted.
• Virus protection software will be used and updated on a regular basis.
• The use of personal memory sticks/DVDs and CD-ROMs in school requires a
   teacher's permission and scanning for viruses.

IWB
Teachers will be advised to be discrete in displays, naming icons and using search engines while IWB is connected.

Social Media
Blogs, Facebook, Twitter are not to be used, within the exception of teacher class blogs.

World Wide Web
• Staff and students, will not visit Internet sites that contain obscene, illegal,   racist, hateful or otherwise objectionable materials or sites that may be deemed   offensive.

• Students will use the Internet for educational purposes only.
All users will be familiar with copyright issues relating to online learning.

• Students will never disclose or publicize personal information.
• All users will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for
security and/or network management reasons.

Email
• Students may use approved email accounts assigned to their class under supervision. Students must use e-mail only under the direct supervision of a teacher. Staff or students will not send or receive any material that is illegal, obscene, abusive, and defamatory or that is intended to annoy, threaten 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.

Internet Chat
Students will not be permitted to individually access Internet Chat rooms.

School Website
Pupils may create projects, artwork or writing which would be suitable for publication on the World Wide Web. Such 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 home address or telephone numbers of pupils will not appear with such work. Particular care will be taken where photographs,video clips and blogs of pupils are being used on the school website. Personal pupil information including home address & contact details, will be omitted from school web pages.

The school has prepared appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Legislation
The school will provide information on the following legislation relating to use of
the Internet which teachers, students 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

Internet Safety advice is available at www.webwise.ie

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.

Sanctions
Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension .
The school also reserves the right to report any illegal activities to the appropriate authorities.

Internet Access
Connection to internet is constant. PCs and laptops should be shut down at end of school day and accessed only by typing in password. Passwords should not be disclosed except to appropriate persons eg administrator, technician etc.