

Acceptable Use Policy

Coláiste Íde

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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

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 at school time will always be supervised.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' internet usage.
- Students 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 and updated on a regular basis.
- 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.
- *Students will be issued with a school email account for educational purposes only. Students must use their own username and password only at all times*

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- 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/ Internet Communication

- 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
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

Distance Learning

Where teaching cannot be conducted on the school premises, teachers may use approved online platforms e.g. Google Classroom and Zoom, to assist with remote teaching.

Parents and guardians will be expected to monitor their child's usage and participation in classes.

School Website

- *The school website is www.colasteide.com*
- Pupils will be given the opportunity to publish projects, artwork or school work on the *school website*.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context *on the website* 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. *Written parental permission will be required at the beginning of the school year*
- 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.

Legislation

The school will provide information on the following legislation relating to use of the

Internet which teachers, students and parents should familiarise 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

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.

The Acceptable Use Policy will be implemented in line with our Child Protection Policy, available on our school website.

DLP: Áine Ni Chearbhaill

DDLDP: Clíodhna Ní Chonchúir

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.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

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Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork and photographs of school activities may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

Maidir le: Foirm Cheada Idirlín

A Thuismitheoir/Chaomhnóir,

Mar chuid de chlár oideachais na scoile tairgimid rochtain faoi mhaoirsiú do dhaltaí ar an Idirlíon. Tabharfaidh sé seo rochtain ar go leor acmhainní oideachais ar-líne do dhaltaí agus creidimid go gcuirfidh sé seo go mór le taithí fhoghlama na ndaltaí.

Mar sin féin, caithfidh an t-úsáideoir agus an scoil a bheith freagrach i rochtain agus in úsáid an Idirlín. Cuirtear síos ar na freagrachtaí seo i mBeartas Úsáide Inghlactha na scoile (faoi iamh). Tá sé tábhachtach go léitear an cháipéis seo go cúramach, go síneoidh tuismitheoir nó caomhnóir í agus go seoltar ar ais chuig an scoil í.

Cé go ndéanann an scoil na bearta cearta chun úsáid shábháilte an idirlín a chur chun cinn, tá a fhios aici gur féidir le daltaí rochtain trí thimpiste nó d'aon turas a fháil ar ábhar míchuí nó ábhar conspóideach.

Tá meas ag an scoil ar cheart an teaghlaigh a chinneadh cead a thabhairt dá leanaí rochtain a fháil ar an Idirlíon mar a shonraítear i mBeartas Úsáide Inghlactha na scoile nó gan cead a thabhairt.

I ndiaidh na téarmaí i mBeartas Úsáide Inghlactha na scoile a léamh, b'fhéidir go mbeifeá ag iarraidh smaoineamh ar úsáid an idirlín sa bhaile, agus féachaint chuige má tá aon bhealach gur féidir leat é a dhéanamh níos sábháilte do do theaghlach féin.

Re: Internet Permission Form

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Is mise, le meas,

Áine Ní Chearbhaill
Príomhoide

AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A child is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a child accidentally accesses a pornographic website while in your care.
 - A child publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?

Review of Acceptable Use Policy
Coláiste Íde 2020

This policy was reviewed in consultation with the following:

<i>Teaching Staff</i>	<i>18 September 2020</i>
<i>Parents</i>	<i>20 September 2020</i>
<i>Students</i>	<i>12 October 2020</i>

The policy was ratified by:

Board of Management 15 October 2020
Board of Directors