**Garrafrauns Central N.S**

**Acceptable Use Policy**

**Use of the internet:**

The aim of the Acceptable Use Policy (AUP) of Garrafrauns Central N.S 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 Board of Management will revise the AUP annually.   
This AUP was created in March 2017 and endorsed by the Board of Management. This policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children.

**Revision date:**

To reflect the evolving nature of technology whilst affording a realistic timeframe it has been agreed to review this plan annually. Next review scheduled for 2018.

**School Strategies**

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**  
• Access to internet will always be supervised by a teacher.  
• Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).  
• The school will regularly monitor pupils’ Internet usage.  
• Pupils and teachers 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.  
• The use of personal USB keys or CD-ROMs in school is not allowed.  
• Pupils 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.

**World Wide Web**• Pupils will use the Internet for educational purposes only.  
• Pupils will be familiar with copyright issues relating to online learning.  
• Pupils will never disclose or publicise personal information.  
• 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.  
• Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials  
• Pupils will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie/) teaching materials.

**Email**• Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

**Internet Chat**• Pupils will not have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.  
• Chat rooms, discussion forums and other electronic communication forums will not be used.   
 • Face-to-face meetings with someone organised via Internet chat is forbidden.  
• Skype may be used for contacting other children/schools for project work. This will be supervised by the teacher at all times.

**School Website**• 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 Web pages.   
• Photographs, audio or video clips will focus on group activities and children's work will be published on the public gallery of the school website.    
• Personal pupil information including surnames, home address and contact details will not be used on 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 and parents should familiarise themselves with:  
• Data Protection (Amendment) Act 2003 ( see school policy)  
• Child Trafficking and Pornography Act 1998  
• Interception Act 1993  
• Video Recordings Act 1989  
• The Data Protection Act 1988

**Support Structures**The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely through the Stay Safe programme and other resources.  
Information on internet safety for pupils in 4th, 5th and 6th classes, and their parents will be delivered as part of our SPHE programme. We use the services of the NCTE , [www.webwise.ie](http://www.webwise.ie/) and [www.safety.ie](http://www.safety.ie/)

**Personal Devices**

**Students are not permitted to bring their own devices to school such as mobile phones, I Pads, iPods, gaming devices etc. These are also prohibited on any school outings or tours.**

**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.

**Review**This policy was developed in 2017 and will be updated regularly as developments in technology continue to impact on education in particular. Over the past few years we have installed Interactive Whiteboards in all classrooms, and have purchased laptops for use by the pupils. We will be undertaking a full review of the policy during the school year 2018- 2019. This review will involve input from teachers, parents, pupils and Board of Management.

**Permission Form**Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Garrafrauns Central N.S.

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evaluation of this policy

The success of this policy is measured from set criteria as follows:

* Maintaining a relatively safe ICT school environment
* Positive feedback from staff, parents and children
* Continual observation of behaviour by staff and students
* Monitoring and evaluation of policy at staff meetings

This revised policy was ratified on MARCH 2017 by the Board of Management.