



Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the school BoM will revise the AUP regularly in line with developing technological issues . Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This policy is to be read in conjunction with our Anti-bullying policy which also deals with the issue of cyberbullying.

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:

Internet sessions 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 will regularly monitor pupils' Internet usage.

Students 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 memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

Students will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.

World Wide Web

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in accordance with school procedures.

Students will use the Internet for educational purposes only.



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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 only use approved class email accounts (if needed for a projects etc) under supervision by or permission from a teacher.

Students will not send or receive any material that is illegal, obscene, and 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.

Parents and staff should only communicate through the official school email address, www.info@windfieldns.ie rather than teachers personal email addresses.

Internet Chat

Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school (if this is needed for a school assignment or project)

Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by the class teacher.

Username will be used to avoid disclosure of identity.

Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website: www.windfieldns.ie

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 under the supervision of the Principal.

The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.



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The publication of student work will be coordinated by the class 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.

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.

Pupils will continue to own the copyright on any work published.

Windfield NS School App.

The purpose having of a school App is to provide;

Communication with parents regarding specific events & activities

Communication with parents regarding positive advertisement of school & enrolment dates

Communication with parents to show school life via photos of pupil's projects, notice boards, etc.

The App is only registered with the current parents of the school. The wider audiences do not see it unless images are published on the school website too

We do not use Twitter or Facebook in Windfield NS

Personal Devices

Under our Mobile Phone and Electronic Gadgets Policy, personal devices are not allowed in Windfield National School.

If Pupils bring in their own technology in school eg Tablet or Mobile Phone, it will be immediately confiscated and parents contacted. It will be given back when parents come to the school.

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 1998



Windfield NS

The Data Protection Act 1998

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. This information will be available at Internet Safety talks throughout the year in SPHE and Stay Safe Lessons.

Children will also follow lessons in the Webwise Programme.

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.

This policy has been ratified by the BoM of Windfield NS

Ratified by: _____ Date: _____ Permission Form

Pupils

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

Name of Pupil: _____

Class: _____

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.

Signature: _____ Date: _____

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.

Signature: _____ Date: _____

Address: _____ Telephone: _____
