DROM NATIONAL SCHOOL

SCHOOL POLICY PLANNING

INTERNET ACCEPTABLE USAGE POLICY

INTRODUCTION

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Drom National School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Usage Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Drom National School.

The Acceptable Usage Policy will be revised regularly.

AIMS

The aim of our Acceptable Usage Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school Acceptable Usage Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Usage Policy - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc. who breach the Acceptable Usage Policy may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's Child Protection Policy.

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

- Internet sessions will always be supervised by a teacher.
- Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor Internet usage.
- Students will not have access to passwords.
- 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 storage devices, pen drives, CD-ROMs or DVDs in school requires permission and all external software must be scanned with anti-virus software before use.
- 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.

World Wide Web

- Sites that the children use in school will be previewed by their teacher before use.
- Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher e.g. as a reward or for golden time etc.
- Teachers and students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- All Internet users in Drom National School should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable usage policy.
- Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will

be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Email

- The teacher should set one e-mail address for classes for work online with partner schools.
- Emails will be opened by a teacher and printed for children who are participating in such projects.
- Students will not send or receive by any means any material that is illegal, obscene, and defamatory or any material that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students will never arrange a 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 have access to chat rooms, discussion forums or other electronic communication forums in the school.

School Website

- Pupils will be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.
- 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 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 and these will be published with permission using the school's standard permission form.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Personal pupil information including name, home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Personal Devices

See Mobile Phone Policy.

LEGISLATION

Parents should familiarise themselves with the following pieces of legislation:

- Data Protection (Amendment) Act 2003 http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en
- Child Trafficking and Pornography Act 1998 - http://www.irishstatutebook.ie/ZZA22Y1998.html
- Interception Act 1993 - http://www.acts.ie/zza10y1993.1.html
- Video Recordings Act 1989 - http://www.irishstatutebook.ie/ZZA22Y1989.html
- The Data Protection Act 1988 - http://www.irishstatutebook.ie/ZZA25Y1988.html

SUPPORT STRUCTURES

Websites offering support and advice in the area of Internet Safety:
- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/

The following guides/manuals are available in school:
- Be Wise on the Net …Information and Advice for Schools NCTE
- Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

SANCTIONS

- Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion. *Please Refer to School's Code of Conduct/Anti Bullying Policy/Child Protection Policy for further information.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

REVIEW

This policy will be reviewed every 3 years and amended if necessary.

RATIFICATION

The policy was ratified by the Board of Management of Drom National School at its meeting held on 1ST April 2014 and subsequently reviewed on 6th June 2017.