ACCEPTABLE USE POLICY

Aim

The aim of the Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by Crumlin NS'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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.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 indicate that the conditions of use are accepted and understood.

This version of the AUP was created in June 2019 in conjunction with the staff of Crumlin NS.
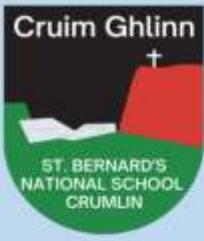To be reviewed annually.

School's Strategy

The school will employ a number of strategies in order to maximize 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 to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupil's internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading on non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal CD-Rom's or memory sticks in school requires teacher's permission.
- 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.
- While the school cannot monitor or control the student's use of the internet outside of school, we ask that children refrain from contacting staff on social media.
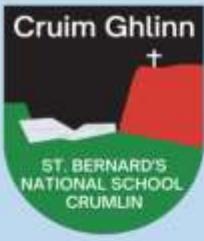
World Wide Web

- Students will not 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
- Students will not upload, download or otherwise transmit material that is copyrighted.
- 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

- 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 not arrange to meet someone outside school via school email.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

School Website

- Students 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 website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students.
- Website using facilities such as guestbooks, noticeboards, or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by the teacher.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Photographs and names of **individual students** will not be published on the school website.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities with parental consent only. Video clips may be password protected.

- Personal student 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.
- The school will ensure that the image files are appropriately named – will not use student's names in image file names or ALT tags if published on the web.
- Students will continue to own copyright on any work published.

Legislation

The school will provide the following information on the following legislation relating to the use of the internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1988
- Interception Act 1993
- Video Recordings Act 1989
- 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.

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.

Signed: Mr Patrick Walshe   Date: 10th September 2019
              Chairperson Board of Management