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— Tús Maith —

ACCEPTABLE INTERNET USE POLICY

February 2012

Green-Schools

ACCEPTABLE INTERNET USE POLICY

The aim of this **Acceptable Use Policy** is to ensure that staff and pupils will benefit from the teaching and learning opportunities provided by the school's Internet resources in a secure, safe and appropriate manner. Internet use and access is considered a school resource and a valuable educational tool. Therefore, if either staff or pupils use this resource inappropriately the B.O.M. of St. Attracta's Junior School has the right to impose sanctions.

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School's Strategy

The school has employed a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. All teaching and non teaching staff should be aware of these strategies:

Teachers

- **Teachers only,** will access any Internet site to be used by pupils.
- A teacher will always directly supervise Internet sessions when pupils are on line with the exception of the website "Education City" which is in use during lunchtime. Teachers on lunchtime duty and S.N.A.s will monitor this.
- Staff will not access the Internet for personal use during school hours (excluding lunch times or other official breaks.
- Teachers will filter Internet based materials and resources prior to using them in class, in order to minimise the risk to pupils of exposure to inappropriate material. The hide button on the IWB remote will be used when necessary.
- Staff members have been made aware of websites about internet safety and it is their responsibility to familiarise themselves with the content. www.webwise.ie / www.ncte.ie / www.safeinternet.org
- Uploading and downloading of software is at the discretion of the teaching staff and should be based on its educational relevance. Any unsuitable material is not to be downloaded on school computers or school laptops by any member of staff.
- Teachers are responsible for running "Full Scans" and "Active Scans" as well as up-dating virus protection software when prompted especially on school laptops and PCs that are connected to the Internet.
- The use of pupil's personal DVDs or CD-ROMs in school requires a teacher's permission and supervision. Teachers should be aware of the content prior to usage.
- Only movies with a "G" (general) rating can be shown in school
- Staff will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may offend colleagues or bring the school into disrepute. Staff will ensure that the pupils will do likewise.

World Wide Web

- Staff will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials on school computers.
- In the event of accidentally accessing any of the above sites, the pupil/ staff member will immediately turn off the monitor and report the incident to the Principal
- Staff will familiarise themselves with copyright issues relating to online learning.
- Staff and pupils will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity and for security purposes.
- While using the Internet in school, teachers will ensure that pupils will use the Internet for educational purposes only.
- Teachers will ensure that pupils never disclose or publicise personal information on school computers.

Email

- Pupils may use approved class email accounts under direct supervision by a teacher.
- Staff and pupils will not send or receive any material that is illegal, obscene, defamatory, and inappropriate or that is intended to annoy or intimidate another person.
- Teachers will ensure that pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Teachers will always supervise pupils when sending or receiving e-mail attachments.

Electronic Communication Forums

- Internet chat rooms, discussion forums and other electronic communication forums (blogging/twitter etc) are not approved for use within the school. This will be reviewed in line with the school development plan for ICT.

Legislation

Teachers have been made aware of legislation relating to the use of the Internet which they should familiarise themselves with:

- Data Protection (Amendment) Act 2003
  www.irishstatutebook.ie/ZZA6Y2003.html
- Child Trafficking and Pornography Act 1998
  www.irishstatutebook.ie/ZZA22Y1998.html

- Interception Act 1993
  www.irishstatutebook.ie/ZZA10Y1993.html
- Video Recordings Act 1989
  www.irishstatutebook.ie/ZZA22Y1989.html
- The Data Protection Act 1988
  www.irishstatutebook.ie/ZZA25Y1988.html

Sanctions

The Staff are aware that the misuse of the Internet may result in disciplinary action. (Teachers please refer to D.E.S. *Circular 0060/2009 "Revised Procedures in relation to Professional Competence Issues and General Disciplinary Matters".* SNAs please refer to *D.E.S. Circular 0072/2011 "Grievance and Disciplinary Procedures for SNAs*").
The B.O.M. will comply with its legal obligations to report any illegal activities to the appropriate authorities where such obligations exist.

Misuse of the Internet by staff or pupils will be reported to the Principal and it is the responsibility of the Principal to investigate the incident and to inform the B.O.M.

Implementation

All members of the teaching staff and the Board of Management have been involved in the preparation of this policy. This document will be reviewed at regular intervals in order to monitor, evaluate and review progress.

This version of the A.U.P. was ratified by the B.O.M. at its meeting of 21st February 2012

Each staff member will receive a copy of this A.U.P. to read and to keep for reference. Each staff member will then be asked to sign a document stating the following:

"I have read and agree to follow the school's Acceptable Use Policy on the use of the Internet in St. Attracta's Junior School. I accept that it is my responsibly to ensure that both the pupils and I use the Internet in a safe and appropriate way."

A copy of the policy and the document signed by all members of staff employed by the BOM will be retained in the Principal's Office.