St. John the Apostle, Knocknacarra NS
Roll No: 20108I

ICT – 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 teaching medium. Therefore, if the school AUP is not adhered to this resource will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly. This AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

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

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of Behaviour Policy
- Internet sessions will always be supervised by a teacher.
- Split Level Filtering, provided by the National Centre for Technology in Education (NCTE), is used throughout the school in order to minimise the risk of exposure to inappropriate material. School wide broadband is filtered at Level 3 which allows access to millions of websites while also blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore, Websites, Blogs and Apps such as MySpace, Snapchat and Facebook are not accessible within the school. The teachers' laptops are set up with static IP addresses and Level 4 filtering, which allows access to all Level 3 sites and YouTube.
- 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, external and or portable memory devices in school requires a 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.
- Pupils are not permitted to visit 'Chat Rooms'
- Although the school actively seeks to promote the safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access objectionable material. Should such an event occur, parents /legal guardians will be immediately informed.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- If use of a search engine is necessary use child-friendly search engines such as Yahooligans or Ask Jeeves, www.safesearchkids.com
- Students will be familiar with copyright issues relating to online learning.
- 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.
- YouTube is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube, teachers must ensure that their interactive whiteboards are set to 'laptop only' and that the audio is switched off/muted. This will ensure that the students are not exposed to any inappropriate results/advertisements. The teacher may select "clone display" button and switch on/unmute the audio, when he/she has found an appropriate video to inform his/her teaching or for recreational purposes. Teachers will have previewed any video segment in advance of showing it to the whole class.

Email

- This will be relevant to staff only, nevertheless, students may be taught how to use email.
- Students will not send or receive any material that is illegal, obscene, 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.

Netiquette

- Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.
- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should be polite, use correct language and not harass others or provoke fights online.
- Students should also recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Students should use trusted sources when conducting research via the Internet.
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

School Website
- Pupils will be given the opportunity to publish projects, artwork or school work on the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guest-books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be coordinated by a teacher.
- Pupils will continue to own the copyright on any work published

- 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 (as a general rule 3 or more persons in each photo). Photographs and Video clips may be password protected.
- Personal pupil information including name, home address and contact details will be omitted from school web pages.

Personal Devices

Pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device is in direct breach of the school's acceptable use policy, if any of these devices are turned on and used in class or during school hours. Pupils who bring mobile phones to school, to contact parents before or after school, must power them off and place them into the assigned basket in their classroom. Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorized voice recordings or images either still or moving. Children are not allowed bring personal devices on school tours or to other out of school events.

Legislation

The school will comply with the following legal requirements:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Cyberbullying

Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices.
- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated.
- Students are encouraged to report an incident or any communication that constitutes cyberbullying to the school or any member of staff.
- The school will take any report of cyberbullying seriously and will report to the Gardaí as appropriate.
- Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

Support Structures
- The school will include a tick box on the Enrolment Form ensuring parents have read and understood this AUP. Children from 3rd to 6th Class will be reminded of this AUP at the start of each school year. Parents will also be reminded at Curriculum Meetings at the beginning of each school year.
- The school will provide Internet Safety and Cyberbullying talks annually for pupils from 4th class.
- The school will provide Internet Safety and Cyberbullying talks for parents and guardians annually to all parents in the school.
- Community Gardaí link in with classes re Internet Safety and Cyberbullying annually.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyberbullying.
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.
  Websites offering support and advice are listed below:
- 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, including written warnings, withdrawal of access and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was ratified by the
Board of Management of St. John the Apostle NS, Knocknacarra on   January 16th 2018