

# ST.BRIGID'S GNS, KILLESTER, DUBLIN 5



## Acceptable Usage Policy

Acceptable Usage Policy (AUP) is a written agreement that a user must agree to in order to gain access to the school's network. It may also cover how other communication devices, such as mobile phones, digital cameras etc. can be used on school premises. It outlines the terms and conditions of acceptable use of Information and Communication Technologies (ICT) in the school.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This version of the AUP was updated in February 2017 by the Principal, Deputy Principal and members of the ICT team. It will be read and sanctioned by the Board of Management and Representatives of the Parent Teacher Association.

### 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 use is always under the supervision of a teacher.
- Any websites being integrated into lessons will be previewed/evaluated in advance.
- Filtering software from the NCTE is used in order to minimise the risk of exposure to inappropriate material.
- 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.

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- Bring Your Own Device – pupils who bring their own tablet devices into school for use in the classroom are fully responsible for them. The school does not accept any responsibility for damage or loss of the device.
- Mobile phones must be switched off at the school gate and therefore children are forbidden to access the Internet from their mobile phones on school grounds.
- Pupils' time on the Internet will be limited and children will be given specific educational tasks to carry out while on the Internet.
- Pupils will not print, or download any information without a teacher's permission.
- Pupils will not be permitted to access personal/home email accounts while on-line at school.
- Students must never disclose or publicise personal information
- Students must be aware that any usage may be monitored by school authorities for unusual activity.
- The use of 'search engines' by pupils will be restricted and closely monitored.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

## Internet Chat

Children have no access to Internet chat rooms

## School Website

The school website is being developed all the time. Please note the following

1. Any student work, such as projects, artwork or school work, to be placed on the website will be done by the teacher or Principal and not the students themselves
2. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audio and video clips will be used. Video clips will not be password protected.
3. Personal pupil information including home address and contact details will be omitted from school web pages.
4. The school website will avoid publishing the last name of individuals in a photograph.

## Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

## Data Protection Act

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be kept informed about the school website and about any pupil information on this site.

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## **Other Legislation**

Teachers and Parents are advised to familiarise themselves with the following legislation (available to view at [www.webwise.ie](http://www.webwise.ie)) relating to the use of the internet:

- Data Protection ( Amendment ) Act 2003
- Child Trafficking and Pornography Act 1998
- Child Trafficking and Pornography (Amendment Act) 2004
- Interception of Postal Packets and Telecommunications Messages Act 1993
- Video Recordings Act 1989

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warning, withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy was ratified by the Board of management on March 16<sup>th</sup> 2017