

Skibbereen Community School



Acceptable Use Policy - Internet & Email

Scope of the Policy

The aim of this Acceptable Use Policy is to ensure that pupils, and all other users 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The school's internet policy has been drawn up to protect all parties, the students, the staff and the school.

School 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:

- Access to internet will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety and responsible usage.
- 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 or CD-ROMs must be carried out with the teacher's permission.

- Pupils 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

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Face-to-face meetings with someone organised via internet chat are forbidden.
- Pupils should be aware that the school may check my computer files and may monitor the internet sites I visit.

Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils’ work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the public gallery of the school website. Instead photographs, audio or video clips will focus on group activities and children's work. Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

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

Policy Ratification

This policy was ratified by the Board of Management at a meeting held on 13-11-2017.

Signature of Chairperson: _____

Permission Letter

Please review the schools Internet Acceptable Use Policy on the schools website and sign and return this permission form to your Year Head.

Name of Pupil: _____ Year/Class: _____

Dear Parent/Guardian

As the parent or legal guardian of the above pupil, I am familiar with the schools Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph I do not accept the above paragraph
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph I do not accept the above paragraph
(Please tick as appropriate)

Signature: _____ Date: _____