Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Mhuire Gan Smál, New Inn will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupil Access to the Internet
The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for from 4th - 6th class and will only be permitted upon submission of permission and agreement forms by parents of pupils and pupils themselves.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only
3. Internet sessions will always be supervised by a teacher
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
5. Filtering software will be used to minimise the risk of exposure to inappropriate material

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6. The school will regularly monitor pupils' internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Teachers will be made aware of internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis
12. The use of personal floppy disks, external storage devices or CD-ROMS in school requires a teacher's permission
13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email
Pupils are not allowed to use email.

Internet Chat
Students are not permitted to use internet chat rooms.

School Website
Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Teachers and secretary will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
5. Pupils artwork or school work may be published on the school website
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Pupils will continue to own the copyright on any work published.

Education and Internet Awareness
Scoil Mhuire Gan Smál, New Inn will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat

for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars
- Guest speaker to school to talk about Cyber Bullying and it's consequences.

Filtering

The school will use the Internet provided and filtered by the NCTE (National Centre for Technology). 'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. Scoil Mhuire Gan Smál, New Inn also uses additional filtering software on all our machines, which, while not foolproof, thus filtering pupils' access to the internet further. No filter is 100% accurate. The most effective filtering tool is adult vigilance. At Scoil Mhuire Gan Smál New Inn, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Laptops

Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen visible to others while a

child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Sanctions

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

This policy was adopted by the Board of Management on 29th April 2013

Signed: Fr. Michael Kennedy   Signed: Fiona Ryan
Chairperson of Board of Management   Secretary/Principal

Date: 29/4/13   Date: 29/4/13

Date of next review: _____

Phone/Fax (052) 7462122

Responsible Internet Use - Pupil Undertaking

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with, or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Phone/Fax (052) 7462122

Internet Permission Form

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for

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(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____   2. _____

            Parents/Legal Guardians

Date: _____

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School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____   2.   _____

                       Parents/Legal Guardians   **Date**:   _____