

St. Joseph's NS, Brackloon

Acceptable Use Policy

The aim of this Acceptable Use Policy for Brackloon National School 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.

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:

Wellbeing

This policy is aimed at protecting the wellbeing of all pupils and staff who are using internet as part of their education at Brackloon NS. School staff will be particularly cognisant of internet safety and acceptable use policy if engaged in remote teaching and learning.

General

- Internet sessions will always be supervised by a teacher/member of school personnel
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (Blocking systems employed by NCTE)
- 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 other digital storage media in school requires a teacher's permission before being used in a class situation.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- All school staff will adhere to this policy. Staff will not use the internet for personal business during the school day.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be taught in class that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts only under supervision.
- 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.

School Website

- Pupils will be given an opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by their class teacher.
- 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.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web. Individual photos of pupils will not be used on the school website.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils require specific permission to bring electronic devices to school. Devices not authorised will be confiscated and returned when collected by parent/guardian.

Support Structures and Education

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet. The Home School Association will organise Internet Safety talks for Senior class pupils and all parents on a regular basis.

Resources –

- NCTE internet safety awareness video
- www.webwise.ie

Sanctions

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

This plan was ratified by the BOM at its meeting on: _____
and is subject to change, in light of any guidance or instruction received from the Department of Education and Skills.

Signed: _____
Chairperson BOM, Brackloon NS