



Acceptable Use Policy (AUP)

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The AUP is revised annually by school staff. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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 sessions will always be supervised by a teacher and/or SNA.
- 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 students' Internet usage.
- Students and staff 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.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Internet will be used for educational purposes only.
- Students will seek permission before entering any Internet site, unless previously approved by the teacher and/or SNA.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be advised to tell their teacher if they find any unsavoury material or messages.
- Students will never disclose or publicise personal information.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Internet access is password protected. Passwords will not be given to students or visitors.
- Students will be aware that their usage will be monitored closely.

Email

- Students will use approved class e-mail accounts under supervision or with permission from a teacher and/or SNA.
- 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 e-mails or the internet.
- Students will only send and receive email attachments with the permission of their teacher.
- Students will not send text messages to or from class email accounts.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Students may be given the 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 students or staff.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- 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 student information including home address and contact details will not be published on the school web pages.
- The school website will avoid publishing the first and last name of students in photographs.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

Students 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. The use of electronic games is prohibited in school.

Sanctions for Misuse

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

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students 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 or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.