



Acceptable Usage Policy

School: Ashbourne Educate Together National School
Address: Ashbourne, Co Meath

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 on the **24th October 2017** by the Principal and members of the ICT team. It has been 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

- **Children will only have access to allocated devices (See ICT Policy)**
- Children will always be supervised by a teacher when accessing the internet.
- Internet usage will be monitored.
- Filtering software from the PDST is used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software is prohibited.
- Any websites being integrated into lessons will be previewed/evaluated in advance
- Teachers are responsible for pre-viewing any video content they intend to show from youtube or any other non-educational websites. Approved websites include Rte & BBC.

- If showing video content during wet play teachers should choose something from the approved video list.
- Students, parents and teachers will be provided with training in the area of Internet safety as per the Electronic Device policy.
- 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

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 to the supervising teacher straight away. Parents should also report any knowledge of children accessing inappropriate material during school time.
- Children will use Kiddle search engine when researching topics or looking online.
- Students will use the Internet for educational purposes only during class time.
- 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 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.
- Students are not permitted to access youtube on individual devices.

Internet Chat

Access to internet chat rooms, social networking sites, and instant messaging services is forbidden and blocked in accordance with the Schools Acceptable Usage Policy.

Email

1. Students may only use approved, school based email addresses for sending/receiving emails under the supervision of a teacher. Accessing personal email accounts during school hours is prohibited.
2. Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person
3. Students will refrain from sending on chain letters or forward messages without the permission of the sender
4. Students will not reveal their own or other peoples personal details such as addresses, telephone numbers, pictures or full names
5. Students will not arrange to meet someone outside of school via school email
6. Students will note that sending and receiving email attachments is subject to permission from their teacher
7. All emails being sent by pupils or sent to pupils can be read by the teacher to ensure content is appropriate. If the content is considered inappropriate the email will be deleted and if deemed necessary, parents will be contacted.

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 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 first name and last name of individuals in a photograph.
5. Pupils will continue to own the copyright on any work published.

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. Please see our Electronic Device policy for further details.

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.

Other Legislation

Teachers and Parents are advised to familiarise themselves with the following legislation 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.