

# **Internet Acceptable Use Policy**

**School Name:** Presentation Primary School

**Address:** Parnell Street, Kilkenny.

## **Introduction:**

The internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Presentation Primary School is in order to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to the use of the Internet in our school. This Policy will be available on our website: [presprimarykk.net](http://presprimarykk.net)

## **Aims:**

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

Staff/People employed by the school/student teachers/volunteers etc. who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

## **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:

### General

Internet sessions will always be supervised.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor Internet usage.

Students will not have access to passwords.

Students and teachers 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.

Students may 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.

All laptops/P.C.’s have passwords.

Teachers/SNA’s/Student teachers/Volunteers will **always** check suitability of material before showing it to pupils

Student teachers/SNA’s/Volunteers will check suitability of material with teachers before showing it to pupils.

## **World Wide Web**

Network and only allowed sites will be accessible.

- . Pupils will use the Internet for educational purposes only.
- . All users 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, is monitored for unusual activity, security and/or network management reasons.
- . Central Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- . Pupils and teachers will be provided with training in the area of Internet safety through the use of [www.webwise.ie](http://www.webwise.ie)
- . Virus protection software will be used and updated on a regular basis.
- . The use of pupils personal I.T. in school is not allowed.

## **Email:**

- . Pupils will use approved class email accounts under supervision by or permission from a teacher.
- . Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- . Pupils will not reveal their own or other peoples personal details, such as addresses or Telephone numbers or pictures.

- . Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- . Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

### **Internet Chat:**

- . Pupils will only have access to chat rooms, discussion forums 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:**

- . Pupils' projects/artwork/school work will be published on the World Wide Web.
- . The publication of pupils work will be co-ordinated by a teacher.
- . Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- . Digital photographs of individual pupils will not be published on the school website. Instead photographs will focus on group activities.
- . Personal pupil information including home address and contact details will be omitted from school web pages.
- . Pupils will continue to own the copyright on any work published.
- . Pupils work can be shared for educational use.

### **Legislation:**

Teachers, pupils and parents need to be aware that usage of the Internet is governed by Legislation.

- . Data Protection (Amendment) Act 2003  
<http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- . Child Trafficking and Pornography Act 1998  
<http://www.irishstatutebook.ie/ZZA22Y1998.html>
- . Interception Act 1993  
<http://www.acts.ie/zza10y1993.1.html>
- . Video Recordings Act 1989  
<http://www.irishstatutebook.ie/ZZA22Y1989.html>

- . The Data Protection Act 1988 –  
<http://www.irishstatutebook.ie/ZZA25Y1988.html>

**Support Structures:**

Internet Safety Useful Websites:

- . Netsmartz.org/Net Smart Kids
- . PDSTWebsite – <http://www.webwise.ie/>
- . Make IT Secure – <http://makeitsecure.ie>
- . Safe Internet – <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school:

Be Wise on the Net ...Information and Advice for Schools PDST  
Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project  
(PDST)

**Sanctions:**

Misuse of the Internet may result in disciplinary action.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed: \_\_\_\_\_ Chairperson Board of Management

Date: \_\_\_\_\_

## Permission Form

**Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal, Presentation Primary School , Kilkenny**

Name of Pupil: \_\_\_\_\_

Class/Year: \_\_\_\_\_

### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the 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: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**SCOIL MHUIRE**

**Presentation Primary**  
**Kilkenny**

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