**Internet Acceptable Usage Policy**

**Review/Update of our 2011 & 2013 AUP: January 2014**

**Aim**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the school’s *Code of Good Behaviour Policy* – will be imposed.

**School’s strategy**

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 by a teacher.
* Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
* The school staff will regularly monitor pupils’ Internet usage by checking user files, temporary Internet files and history files.
* 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.
* The use of personal USB keys or CD-ROMs in school requires a teacher’s permission.
* Students will 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.
* Students will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie) teaching materials.

**World Wide Web**

* Students will use the internet for educational purposes only.
* Students will not visit internet sites that contain unsuitable or inappropriate materials.
* Students will be familiar with copyright issues relating to online learning.
* Students will never disclose or publicise personal information.
* 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.

**Personal Devices:**

Mobile phontes are switched off when at school. Mobile phones are given to class teacher in the morning and collected before leaving school.

**Email**

* Students will use approved class email accounts under supervision by or permission from a teacher.
* Students will not send or receive any material that is unsuitable or inappropriate.

**School Website**

* Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
* Teachers will co-ordinate the publication of student work.
* Pupils’ work will appear in an educational context on web pages with a copyright notice (at bottom of page) prohibiting the copying of such work without written permission.
* Photographs of individual students will generally not be published on the school website. Instead photographs will focus on group activities.
* Digital photographs, audio or video clips of students will be published on the school website in an educational context only.
* Personal pupil information including home address and contact details will be omitted from school web pages.
* The pupil will continue to own the copyright on any work published.
* The Data Protection Acts 1988 and 2003 are to be followed.

**Support Structures**

* Teachers will give instruction to students on appropriate use of the internet and how to use it safely. We use the services of the NCTE, [www.webwise.ie](http://www.webwise.ie) and [www.safety.ie](http://www.safety.ie) and advise parents to read the information on internet safety on these websites. Advice about internet safety is also published on the index page of our website.
* We also provide occasional talks from professionals (gardai / Internet safety companies) on internet safety for pupils in 4th, 5th and 6th classes.

**Review**This AUP, developed by our e-learning team in 2011 and reviewed in 2013, has now been updated by members of our ICT co-ordinating team, approved by our Principal and Vice Principal and supported by all our staff. This updated policy was approved by the BOM on Tuesday, 07 January 2014.

We will undertake a full review again during the school year 2015/16.

Signed: Dónal Kelly Date: 07/01/2014

Chairperson, BoM