

# Acceptable Use Policy 2019

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## **Introduction**

The following is a brief outline of our current IT facilities.

- ◆ The school has in place a peer to peer network which was installed in Feb 2005 in preparation for Broadband and has been linked to school extension. Each room in the school is connected to this network and a Broadband router is located in the staff room.
- ◆ The computers from our old computer/ staff room have been re-distributed to learning support/resource rooms and to some classrooms. Some older computers have been sent to re-cycling centres as they are obsolete.
- ◆ Each mainstream classroom (5 in total) now has a Projector, Interactive Whiteboard and Teaching Computer. Some laptops have also been purchased for Learning Support Needs. This has been funded by the Department of Education and Science. Two classrooms currently have visualisers.
- ◆ We now have a mobile trolley unit containing a set of iPads which we move around to each classroom for the children to use. A set of guidelines outlining best practice re use of these iPads has been put together by the staff and senior pupils of the school. This set of rules is now included in our Acceptable Use Policy (See Page 4). Children from First to Sixth Class will be asked to agree to follow these rules. Junior and Senior Infants will be taught simple basic best practice rules by their teacher.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This first draft of this AUP was created on May 13<sup>th</sup> 2005 by the teaching staff of the school. It has been revised on a number of occasions since then. It is planned to give a copy to the Parents Association and B.O.M. for examination and contributions .

## **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 will regularly monitor pupils' Internet usage.
- 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 memory sticks/cd's in school is not recommended and permission must be sought from teachers.
- 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.

### **World Wide Web**

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- 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.

### **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 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.

### **Internet Chat**

- Students 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 will 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
- Material for the website will be checked by the Principal or Deputy Principal prior to uploading to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student 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.
- 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. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the first name and last name of individuals in a photograph.
- 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.
- 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.

iPads may be brought into school for educational purposes and their use will be supervised by their teacher.

## **Legislation**

Information is available online 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

## **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

**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.

## **Glantane N.S. - iPad Rules**

## **First - Sixth Class**

- **Carrying the iPad**

Always use TWO CLEAN, DRY hands when carrying the iPad. Make sure that the surface is clean and dry before putting down the iPad. (No food or drink on table) Use iPad in a sitting position where possible.

- **Stick with the Class**

Stay in the correct app and follow along with the class. Students who enter into different apps or goof around with the iPad know that they will lose the privilege of using the iPad and will then be left to observe a partner making use of the iPad for the remainder of the class.

- **Sound**

Unless you are using the sound for class, the sound switch on the iPads should be switched to mute. It can be turned on if headphones are being used.

- **Respect the Files of Others**

Respect the digital property of others. Do not change the files of others. If a file is open when students begin using an iPad, please quit the app or save the file. Most files save automatically on an iPad, so simply quitting the app is usually the best route to follow.

- **Use of iPads During Free Time**

Use apps recommended by a teacher during free time.

- **Use of the Internet**

ONLY with permission from the teacher. You must also inform teacher of topic which you intend to research.

- **Specific Sites and Apps Not Allowed at School**

No social networking apps are allowed.

- **Use of the Camera and Photo Booth Apps**

Camera and photo booth are only to be used with the permission of the teacher. Do not take a photo of anyone without their consent. Delete photo if that person is not happy with it. Only delete photos which you have taken yourself. Delete as many of your photos as possible when finished.

- **Immediately Stopping When It's Time to Move On**

When the teacher asks, save your work, close app fully, close internet tabs and press button to lock screen.

Do not power off iPad fully.

Return iPad to charging cart and place in correct section – in the correct direction.

- **Leave the Background Picture and Settings Alone**

These can only be changed with permission from the teacher.

# Permission Form

**Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.**

## School Name

Name of Pupil/Pupils \_\_\_\_\_

Class/Classes: \_\_\_\_\_

## 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: \_\_\_\_\_

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

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

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

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   
*(Please tick as appropriate)*

I do not accept the above paragraph

In relation to the school social media pages, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website/social media pages. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work and group photographs of school activities on the school website.

I accept the above paragraph   
*(Please tick as appropriate)*

I do not accept the above paragraph

Signature: \_\_\_\_\_

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