

## Lecarrow Community National School

# ACCEPTABLE USE POLICY

The aim of this Acceptable Use Policy for Lecarrow C.N.S. 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 Therefore, if the school A.U.P. is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the A.U.P. – will be imposed.

It is envisaged that the school will revise the A.U.P. every three years.

This version of the A.U.P. was created in 2019 by the teaching staff, BOM.

### 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 undertaken by a teacher/SNA.
- Filtering software at NCTE filters all internet sites and limits use to those considered appropriate for Primary schools.
- The school will regularly monitor Pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety. Pupil training will be provided as part of SPHE.
- Uploading and downloading of software (by pupils) will not be permitted.
- Avast Professional or AVG anti-virus protection is used on school computers and is updated on a regular basis.
- The use, by pupils, of personal memory sticks, CD-ROMs, or other digital storage media is not allowed.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Pupils will not open files and folders belonging to other pupils without the permission of the owner.
- A copy of this A.U.P. will be made available to all staff, substitute and temporary teachers employed in the school.

### The A.U.P. has implications for pupils, teachers and parents of Lecarrow C.N.S.:

#### Pupils

##### World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils in LS/RT classes will adhere to the same rules as in mainstream class.
- Pupils working with SNAs will adhere to the same rules as class teachers.

##### Email

- Pupils will not be allowed to send or receive emails.
- Pupils will not be allowed to check their own email accounts in school.

##### Internet Chat

- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication fora.

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- Chat rooms, discussion forums and other electronic communication fora will only be used by teachers for educational purposes.

### **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.

### **Sanctions**

Misuse of the Internet by pupils 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.

### **Teachers and Ancillary Staff**

- Teachers SNAs are expected to familiarise themselves with monitoring of pupils' internet usage.
- Teachers and SNAs are permitted to take home school laptops to download and prepare resources for pupils.
- It is the responsibility of individual teachers to ensure they do not download any material or links to any material which would be in breach of the school's A.U.P..

### **Parents**

- Parents may take photographs / videos etc. of their own children participating school events for their own use. However, parents are advised to be vigilant if uploading videos/school photos of Lecarrow C.N.S. school events to **any** internet or social media site (including email) to only include their own children

### **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
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on the school website with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs focusing on group activities. Content focusing on individual pupils will not be published on the school website without parental permission.
- When publishing school work the school will only publish first names of pupils.
- Pupils will continue to own the copyright on any work published.

### **Legislation**

The school will provide copies of the following legislation relating to use of the Internet in the school staffroom for the use by teachers, ancillary staff and parents.

Parents may access the following by appointment:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

*Links to the full text of these acts are also available in the Resources for Schools section of [www.webwise.ie](http://www.webwise.ie)*

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### Support Structures

The school will arrange for speakers to speak about internet safety (Staff and Parents).

The school will provide lessons as part of SPHE for pupils.

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

Parents will be informed, through our school website and newsletters, of the valuable information available on [www.webwise.ie](http://www.webwise.ie)

### Ratification and Review

This policy was reviewed by the Board of Management in 2019. The policy is due for review in 2022 or earlier should Government legislation or DES guidelines require.

It was ratified by the Board of Management on Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Chairperson, BOM