Acceptable Use Policy

1.   INTRODUCTION

The aim of this **Acceptable Use Policy (AUP)** 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 this policy will be reviewed and revised according to needs. Before signing, parents should read the AUP carefully to ensure that the conditions of use are accepted and understood.

2.   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:

2.1   General

- Internet sessions at school 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 USB keys, CD-ROMs or other storage devices 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.

2.2   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.

2.3   Engaging with others Online *(REVISED APRIL 2020)*

Scoil Mochaomhóg Naofa recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students and teachers. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to the use of any virtual classroom platforms, messaging services, email, web camera chats.

2.4   Email / Google Drive / Video Conferencing *(REVISED APRIL 2020)*

- Students may have use of class email and/or Google Drive accounts with 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 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 parent/guardian
- When engaged in video conferencing, students will at all times follow the direction of the teacher.

3. LEGISLATION

The school will provide information 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
- Anti-Bullying Guidelines for Primary and Post-Primary Schools 2013

4. 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.

- Teachers will deliver lessons on cyber bullying and internet safety on a bi-annual schedule.
- The school will organise talks specifically relating to Online Safety as required.

5. SANCTIONS

- Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour.
- Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

6. Ratification and Communication
This policy was ratified by the Board of Management on 2nd April 2020.

Signed: _____ (Chairperson BOM) Date: _____

Principal:_____   Date: _____

The revised plan will be implemented from April 2020.