**Acceptable Use Policy**

**School Name:** Scoil Náisiúnta Naomh Eoin.

**Address:**Rath, Birr, Co.Offaly.

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 Therefore, if the local school’s Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy – will be imposed.

It is envisaged that the Board of Management, teachers and parent representatives will revise the Acceptable Use Policy annually. Before signing, the Acceptable Use Policy should be read carefully to ensure that the conditions of use are accepted and understood.

This version of theAcceptable Use Policy was updated in November 2015 by the Principal, staff with the assistance of a PDST facilitator David McMahon.

**School’s Strategy**

This 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:

* 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 i.e. PDST, Webwise and CPD in Laois Education Centre.
* Uploading and downloading of non-approved software, images and video will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal memory sticks, CD- ROMs or other digital storage media in school requires a teacher’s permission.
* Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
* Students will observe good “netiquette” (etiquette on the Internet).
* As part of agreed school procedure regular training and information on responsible Internet use is provided by our Parent Association.

**World Wide Web**

* Teachers will ensure that all devices with access to Internet have safe mode activated at all times.
* Students will not visit Internet sites or download content that contain obscene illegal, hateful or otherwise objectionable materials.
* Students will report accidental accessing of inappropriate materials in accordance with school procedures.
* Students will use the Internet for educational purposes only.
* Students will not copy information into assignments and claim it as their own work. Children will be made aware of **plagiarism** and **copyright infringement.**
* Students will never disclose or publicise personal information.
* Downloading of materials or images by students not relevant to their studies is in direct breach of the school’s Acceptable Use Policy.
* Students will be made aware that any usage including social media activity, distributing or receiving photographs/videos or information , school-related or personal, may be monitored for unusual activity, security and/or network management reasons

**Digital Content**

* 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 person’s personal details such as addresses or telephone numbers or pictures/videos.
* Students will never arrange a face to face meeting with somebody that they only know through social media forums.
* Students will note that sending and receiving email attachments is subject to permission from their teacher.

**Social Media and Online Communication**

* 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.
* Face to face meetings with someone organised via Internet chat will be forbidden.
* All the points above are developed in the Child Protection Policy.

**School Website**

* Pupils will be given the opportunity to publish projects,artwork images and short video clips 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 class teacher or SNA.
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils and staff.
* Pupils’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copy of such work without written permission.
* Digital photographs, audio or video clips of individual pupils will not be published on the school website. Photographs audio and video clips will focus on group activities as agreed with parents on enrolment form. Video clips will be password protected. The school website will avoid publishing first name and last name of individuals in a photograph.
* Personal information including home address and contact will be omitted from school web pages.

**Personal Devices**

* Students using their own technology in school should follow the rules set out in this policy. They will only use personal hand held/external devices (mobile phones/ipods/ipads/usb devices) in school if they have permission.

**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 the following Acts/Legislation:

* Data Protection (Amendment) Act 2003.<http://www.irishstatutebook.ie/eli/2003/en/act/pub/0006/index.html>
* Child Trafficking and Pornography 1998.<http://www.irishstatutebook.ie/eli/1998/en/act/pub/0022/index.html>
* Interception Act 1993.<http://www.irishstatutebook.ie/eli/1993/en/act/pub/0035/index.html>
* Video recordings Act 1989.<http://www.irishstatutebook.ie/eli/1989/en/act/pub/0022/index.html>
* The Data Protection Act 1988.<http://www.irishstatutebook.ie/eli/1988/en/act/pub/0025/index.html>

**Data Protection Act**

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website on enrolment to the school.

**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. (check parents tab on school website)

**Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion as per Discipline Policy and Anti-bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Timeframe for implementation**

This policy will be fully implemented from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframe for review**

This policy will be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsibility for Review**

Board of Management

Principal and Staff

**Ratification and Communication**

The Board of Management ratified this policy on \_\_\_\_\_\_\_\_\_\_ and the policy will be circularised to all parents this school year. All parents of new entrants will receive a copy on enrolment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson