

Internet Acceptable Use Policy

Educationalists believe in the benefits of curriculum-based Internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources, and will be protected from harmful and illegal use of the Internet.

St. Brigid's Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal memory devices, external storage devices or CD-ROMS in school requires a teacher's permission
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email

6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms.

INTERNET/EMAIL POLICY

The Employer is entitled to monitor e-mails and internet usage by the Employee.

The Employer may dismiss the Employee should s/he engage in prohibited conduct or if s/he engages in any conduct relating to internet usage or e-mails which results in loss to the Employer/School.

The Employee may not use the Employer's/School's e-mail or internet facilities for personal use.

The Employee may not circulate e-mails or utilise the internet which may expose the Employer/School to charges of discrimination, harassment, libel or defamation

The Employee may not circulate e-mails or utilise the internet which may expose the Employer/School to charges of breach of the Data Protection Act, breach of copyright or other intellectual property rights

The Employee may not create e-mails or utilise the internet which may result in inadvertent formation of contracts

The Employee may not engage in internet usage or circulate e-mails which may be in breach of the Child Pornography and Obscenity Laws.

The Employee may not circulate e-mails or utilise the internet which results in the unauthorised copying or sending of confidential information of the Employer/

The BOM will not be responsible for the loss of any personal data / material loss arising from passwords /other data held on the laptop/computer.

The employee shall return the laptop to the office at the end of June each year

The employee shall create a unique personal password which shall also be stored securely in the office

School Website

Staff will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

Education

St. Brigid's Primary School will undertake an education programme to educate children on the safe, responsible use of the Internet.

The internet presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE (PDST) Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

St. Brigid's Primary School is filtered by NCTE (PDST). The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.

Firewalls

Windows has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. St. Brigid's Primary School has installed firewall and anti-virus software on each school laptop.

Legislation

The school will provide information on the following legislation relating to the use of the internet with which teachers, students and parents should be familiar with:

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

Agreement

Parents and children will be asked to confirm their agreement in writing to the terms of this Policy.