

# ICT Acceptable Use Policy

Kilbonane National School

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The aim of our *ICT Acceptable Use Policy* is to ensure that pupils, teachers and parents 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was updated in April 2015 by the Teachers, Board of Management and Parents of Kilbonane National School.

### **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 will be used for Educational Purposes only.
- Internet sessions will always be supervised by a teacher.
- Search engines will be set for "Safe Searching"
- The school will regularly monitor pupils' internet usage.
- Pupils will receive training in the area of Internet Safety.
- Pupils will be taught to evaluate the content of Internet sites including the fact that the internet is an unregulated medium.
- Teachers will be made aware of Internet Safety issues.
- Uploading and downloading of non-approved material is banned.
- Virus protection software will be used and updated on a regular basis.
- The use of external storage devices DVD's, CD-ROMS, USB pens or other digital storage media in school requires a teacher's permission. Pupils may not bring downloaded music or any other material into school on an external device without the express permission of the teacher or Principal.
- Pupils and staff will observe good "***netiquette***" (etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute. Social Networking sites must not be used outside of school in a manner which brings the school into disrepute or intimidates any pupil, teacher, staff member or any of the educational partners in Kilbonane N.S.

## **World Wide Web**

- Students will use the internet for educational purposes and/or as deemed appropriate by the teacher (E.G as a reward or for golden time etc.)
- Students and staff will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students should inform their teacher if they inadvertently access inappropriate materials or information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed
- Students will use the Internet for educational purposes only.
- Teachers and students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- All internet users in Kilbonane N.S. should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.

## **Email**

*At present, pupils do not have access to email however, should pupils be allowed to use email the following rules will apply:*

- Email will be used for educational purposes only.
- Students will only use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or received any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email.
- Sending or receiving email attachments is subject to teacher permission.

## **Internet Chat**

- The use of internet chatrooms of any kind is forbidden during school hours.

## **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 website will be regularly checked 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.
- Content focusing on individual students will not be published on the school website without the parental permission.
- Personal pupil information including name, home address and contact details will be omitted from school web pages.
- The school website will avoid publishing photographs of the children.
- 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.

### **Taking Care of the schools devices:**

Students are responsible for the general care of the school's laptops and iPads during use, from the moment they are taken from the trolley until they are safely returned.

#### *General Precautions and Guidelines*

- Each pupil is assigned an iPad, marked with a particular county and may only use this iPad throughout the year.
- iPads must never be left unattended or in any unsupervised area when in use.
- A protective case has been fitted on each iPad and must remain in place at all times. This has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.

- Students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
- In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
- iPads must be handled with care at all times.
- Any damage to the device must be reported immediately to the teacher.

### **Legislation**

Information and 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.

Websites offering support and advice in the area of Internet Safety have been listed below:

- ➔ NCTE - <http://www.ncte.ie/InternetSafety/>
- ➔ Webwise - <http://www.webwise.ie/>
- ➔ Make IT Secure - <http://makeitsecure.ie>
- ➔ Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school:

- ➔ Be Wise on the Net: Information and Advice for Schools NCTE
- ➔ Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

## **Sanctions**

Some material available on the internet is unsuitable for children and therefore the guidelines in this policy must be adhered to at all times. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in school includes a strict filtering service yet no filtering service is completely fool proof.

Procedures are in place should a child accidentally access inappropriate material and also should a child deliberately abuse the use of the Internet in school.

Intentional misuse of the internet and school ICT devices will 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.

All of these sanctions are in line with our school's Code of Behaviour.

## Permission Form

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

**Name of Pupil:** \_\_\_\_\_

**Class:** \_\_\_\_\_

### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the ICT. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**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**  **I do not accept the above paragraph**

*(Please tick as appropriate)*

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

**I accept the above paragraph**  **I do not accept the above paragraph**

*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Internet Use  
Pupil Undertaking**

We use the school computers/iPads and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will only ever use my personally assigned iPad
- I understand that if I damage an iPad or laptop through rough play or inappropriate use, my use of such device will be withdrawn until further notice
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files, internet history and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers/iPads and my parents will be informed.

**Signed:** \_\_\_\_\_ Pupil(s)

**Signed:** \_\_\_\_\_ Parent/Guardian

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