



Cliffoney National School

Acceptable Use Policy

Introductory Statement

The purpose of this Acceptable Use Policy (AUP) is to ensure that the pupils of Cliffoney N.S. will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner, and will be protected from harmful and illegal use of the internet. Internet use and access is considered a school resource and privilege. Therefore, if the school's Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Cliffoney N.S. will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

- Acceptable Use Policy
- Education
- Filtering / Monitoring

At the time of enrolment at Cliffoney N.S., the Acceptable Use Policy should be read carefully by pupils and parents/guardians to ensure that the conditions of use are accepted and understood. In the case of junior and senior infants, a parent/guardian's signature alone will be sufficient. At all other class levels, both a parent/guardian and the pupil must sign the AUP.

It is envisaged that school and parent representatives will revise the Acceptable Use Policy every three years and update if deemed necessary. Subsequently, all pupils and parents/guardians will be asked to read and sign the reviewed AUP.

Guidelines (Content of the Policy):

Pupil Access to the Internet

Cliffoney N.S. is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the

curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy.

General

- Internet will be used for educational purposes only.
- Internet sessions will always be supervised by an adult.
- Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
- Filtering software will be used to minimise the risk of exposure to inappropriate material.
- Pupils will receive training in the area of internet safety each year during Safer Internet Week.
- Uploading and downloading of non-approved material 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.
- Pupils will treat others with respect at all times and will not undertake any action that may bring the school into disrepute.
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Internet

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to the class teacher or supervising adult immediately.
- Pupils will use the internet for educational purposes only.
- Pupils will be made aware of appropriate ways to use information sourced online in order to discourage plagiarism and copyright infringement.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- Pupils 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.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils will not access chat rooms, discussion forums, messaging or other electronic communication without supervision and the express permission of their teacher.

School Website

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Teachers will manage the publication of material on the school website adhering to the stipulations below.

- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible.
- Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a pupil's work will be sought from the pupil. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils are not permitted to use mobile phones / camera phones or any other devices that can take or store images or video material in the school or on school tours.

Education and Internet Awareness

Cliffoney N.S. will undertake an education programme to educate children on the safe, responsible use of the internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life 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 Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- The Stay Safe Programme

- Materials relating to Safer Internet Week

Filtering

The school will use the internet provided and filtered by the NCTE (National Centre for Technology). '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. At Cliffoney N.S., we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

Legislation

The school draws your attention to the following legislation relating to use of the internet which teachers, pupils 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

Sanctions

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. Parents/guardians will receive notification of misuse by a pupil. The school also reserves the right to report any illegal activities to the appropriate authorities.

Reference to other policies

Other school plans and policies that support the Acceptable Use Policy:

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection Policy

Roles and Responsibilities:

- The Board of Management, Principal and staff of the school are responsible for the implementation of the Acceptable Use Policy.
- Staff and Parent Representatives will review the policy every three years unless it is deemed necessary to do so within that timeframe.
- Once the AUP has been reviewed, class teachers will go through the policy with all pupils. Parents will be required to read the AUP available online with their child also. Subsequently, both the parent/guardian and the pupil will sign the form of agreement. This will be filed in the office.

Timeframe for Implementation:

This policy will be implemented from 6th April 2017.

Time frame for Review:

This policy will be reviewed every three years.

Responsibility for Review:

- Board of Management
- Principal
- All Staff
- Parent Representatives

Ratification and Communication:

This policy was adopted by the Board of Management on 5th April 2017.

Signed: _____
(Chairperson of Board of Management)

Date: _____

Signed: _____
(Principal)

Date: _____

Cliffoney N.S. does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and staff of the school, and is available to the wider school community through the school office.

Acceptable Use Policy – Form of Agreement

Please note: This policy is available on www.cliffoneyns.com

Name of Pupil: _____ **Class:** _____

***Pupil**

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

Pupil's Signature: _____ **Date:** _____

**Pupil signature is not required for Junior/Senior Infants*

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/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 including the use of photographs, video and audio files produced following the AUP guidelines.

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

(Please tick as appropriate)

Signature: _____ **Date:** _____