

# ACCEPTABLE USE POLICY

## **St.Mary's Primary School** **St.Mary's Road, Edenderry, 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.**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 created on 27<sup>th</sup> January 2009 by Ms Ashling Ryan and reviewed in November 2014 by Ms. Mary Brereton and Mr. Declan Downey.**

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### **School Strategy**

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

Monitoring

Filtering

Educating the children

Adhering to our Acceptable Use Policy

### **Internet:**

Internet sessions will **always** be supervised by a teacher.

Students will use the Internet for educational purposes only.

Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. (Filtering software will minimize the risk of exposure to inappropriate material.)

Students will seek permission before entering any Internet site, unless previously approved by a teacher.

Teachers will be made aware of Internet safety issues.

Students will receive training in the area of Internet safety.  
The school will regularly monitor pupils' Internet usage.  
The use of personal memory sticks, CD/DVD ROMs, etc. will require a teacher's permission.  
Virus protection software will be used and updated on a regular basis.  
Uploading and downloading of non-approved software will not be permitted.  
Students will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.  
Students will be familiar with copyright issues relating to online learning.

### **E-mail:**

E-mail will be used for educational purposes only.  
Students will only use approved class email accounts under supervision by or with 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 never disclose or publicize personal information regarding themselves or others e.g. addresses, telephone numbers or pictures.  
Students will never arrange a face-to-face meeting with someone via school e-mail.  
Students will not send text messages to or from school e-mail.  
Sending or receiving e-mail attachments is subject to teacher permission.

### **Internet Chat:**

Students are not permitted to use Internet Chat Rooms.  
(Discussion Forums or Skype connections between schools may be arranged from time to time.)

### **School Website/Twitter Account**

- Personal pupil information including home addresses and contact details will not be published on the school website.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual students.
- Students will be given an opportunity to have projects, artwork or school work published on the school website/ Twitter accounts.
- Teachers will select work to be published and decide on the appropriateness of such.
- Pupils will continue to own the copyright on any work published.
- Permission to publish a student's work will be sought from parents at enrolment. This permission may be withdrawn at any time.

### **Legislation:**

The school will provide information on legislation relating to use of the Internet. Parents, students and teachers should familiarize themselves with any literature made available to them.

### **Support Structures:**

Internet safety advice is available for students and parents at the following websites:

[www.webwise.ie/](http://www.webwise.ie/)

[www.ncte.ie](http://www.ncte.ie)

[www.scoilnet.ie](http://www.scoilnet.ie)

### **Sanctions:**

Misuse of the Internet may result in disciplinary action as per school's Code of Discipline, including:

- verbal warnings,
- written warnings (in the form of a note to parents),
- withdrawal of access privileges (either short-term or long-term), and
- suspension or expulsion (in extreme cases).

Any illegal activities will be reported to the appropriate authorities.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

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

**St.Mary's Primary School**  
**St.Mary's Road, Edenderry, Co.Offaly**

Dear parent/guardians(s),

The Internet Acceptable Use Policy you have read deals with access to and use of the internet in our school. The policy is also available online at <http://www.stmaryspsedenderry.ie/> (On the school's homepage, click on 'Office News')

Please indicate below whether or not you agree to the terms of the AUP.

\_\_\_\_\_  
Mr. Downey  
Principal

\_\_\_\_\_  
Ms. Brereton  
Dep. Principal

**Pupil**

Pupil's Name: \_\_\_\_\_ Class level: \_\_\_\_\_

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

Pupil's Signature (Parents may sign on behalf of the child if the child is too young):

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

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for him/her to access the Internet in school. 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 accidentally or deliberately access inappropriate

material. The school respects each family's right to decide whether or not to allow their child/children access to the Internet as defined by the school's Acceptable Use Policy. By agreeing to and signing this permission slip, I also give permission for my child's (or my children's) work/photograph to be published on the school website. More details on this can be found in the Acceptable Use Policy.

I agree to all of the above

I do not agree to the above

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_