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**INTERNET SAFETY SCHOOL POLICY**

**Acceptable Usage Policy**

This policy applies to all users of IT in our school, i.e. staff, pupils, student teachers, those on work experience, visitors etc.

The aim of this Acceptable Usage 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

***School's Strategy:***

The school will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet/broadband. These strategies are as follows:-

1. Acceptable Usage Policy.  
Implement and update an AUP and make teachers, students and parents aware of this.
2. Education/Digital Literacy  
Educate students on how to be safe on the web.
3. Filtering/Monitoring  
The filtering/monitoring is currently set at level four.

A combination of all three of the above strategies will be used rather than over reliance on one.

***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 the pupil's Internet usage.
6. Pupils will receive training in the area of Internet safety. March 2012 Presentation by Dr. Maureen Griffin, forensic psychologist on Internet Safety to pupils from 3rd to 6th and to parents.
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 external storage devices or CD-ROMS in school requires a teacher's permission.
12. Users will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.

**Email:**

The following rules will apply when pupils are allowed to use email:

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. Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
4. Users will not send text messages to or from school email.
5. Users will not reveal their own or other 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.
8. School e-mail must only be used for school related business.

**Internet Chat:**

Students are not permitted to use Internet Chat Rooms.

Discussion forums between schools may be arranged from time to time.

**School Website:**

Designated teachers will manage the publication 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. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
4. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
5. Teachers will select work to be published and decide on the appropriateness of such.
6. Permission to publish a student's work will be sought from pupils/parents/guardians at the beginning of the school year. This permission may be withdrawn at any time.
7. Pupils will continue to own the copyright on any work published.

**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:

- 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:**

Internet safety advice is available for parents and pupils at

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

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

**Pupil Responsibilities:**

Pupils are responsible for good behaviour on the Internet.

1. Access is a privilege not a right.
2. Teacher's permission must be sought at all times before printing or downloading any text, images or other data.
3. Personal information i.e. home address or telephone numbers or personal information on other people should never be given out.
4. The use of flash drives or external drives or CD-ROMs is not allowed.
5. Pupils will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.
6. If any of these rules are broken, the privilege of use will be withdrawn and sanctions as outlined below will be imposed.
- 7.

**Sanctions:**

Misuse of the Internet/broadband may result in disciplinary action including:

- Verbal warning
- Note to parents
- Withdrawal of access privileges – short term/long term.
- Any illegal activities will be reported to the appropriate authorities.
- This Internet Safety policy is considered part of/ integrated with the school's Code Of Behaviour, Supervision, and Anti Bullying policy.

This policy was ratified by the Board of Management on \_\_\_\_\_