

Acceptable Use Policy

General

Broadband Internet access is available to all the pupils in St. Mary's N.S. The school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes and for researching project materials. Pupils have ready access to thousands of libraries and databases on every subject written.

Electronic information research skills are now fundamental to preparation for living and working in the Information Age. The school will integrate such information as appropriate within the curriculum and the teachers will provide guidance and instruction to pupils in the appropriate use of such resources.

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Pupils and staff will be provided with information about Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, 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 actions that may bring the school into disrepute.
- Teachers, Special Needs Assistants and all other adults within the school community are expected to abide by the terms of this Acceptable Use Policy (AUP)
- Pupils will be made aware that Internet access is a privilege, not a right. If the guidelines for use are broken, access will be denied for a specific time.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils 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.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupils' 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.

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.

iPad

Social Media and Messaging Apps

- Social media and messaging apps are not allowed on the iPad. (Eg Facebook, Instagram, Whatsapp, Viber etc. etc.)

Cameras

- The pupil agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in anyway.
- Use of the camera and microphone are strictly prohibited unless permission is granted by a teacher.

Jail breaking

- Jail breaking is a process which removes any limitations placed on the iPad by the school. Jail breaking results in a less secure device and is strictly prohibited.

The policy will be reviewed and amended as necessary.

The Board of Management officially ratified the policy.

Signed: _____

Date: _____

(Chairperson of Board of Management)

Please fill in the form and return it to school.

Internet Access Permission Form

As the parent/legal guardian of the pupil(s) named below, I have read the Internet Acceptable Use Policy and give permission for my son or daughter to access the Internet.

I understand that Internet access is designed for educational purposes. I also understand that the school cannot be held responsible if pupils access unsuitable websites, but that every reasonable precaution has been taken by the school to provide for online safety.

Child/children: _____

Signed: _____ Date: _____

St Mary's National School,
Carrigaline,
Co. Cork

Pupil Guidelines

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page and tell the teacher immediately, without attracting the attention of those around me.
- I will use the Internet and digital media for educational purposes only.
- I will refrain from directly copying information from the Internet into my own work. I will always use my own words.
- I will never download images or words that have nothing to do with my school work.
- I am fully aware that my use of a school computer/laptop is monitored by the school.
- I will never access my personal email account in school.
- I will never access chat rooms in school.

In and Out of school

- If I bring a mobile phone to school it will be switched off and in my bag until I leave the school premises.
- I will never send text messages, emails and comments that are harmful and hurtful to another person.
- I will never give out my name, address, phone number to anyone online.
- I will not share personal information about another person online.
- I will always use my Username and not my real name on websites so that I can protect my identity.
- I will never arrange to meet in person anyone I meet online.
- I will not use my phone/I pad to take photos of people without their permission.
- I will not upload any photos without getting permission.

Student Pledge for iPad Use

1. I will take good care of the iPad.
2. I will never leave the iPad unattended.
3. I will keep food and drinks away from the iPad since they may cause damage to the device.
4. I will not disassemble any part of the iPad or attempt any repairs.
5. I will use the iPad in ways that are appropriate.
6. I understand that the iPad is subject to inspection at any time without notice.
7. I will only use the camera or the microphone when my teacher tells me to.
8. I will only use the iPad as instructed by the teacher and use the right app at the right time.
9. I will never use the iPad to cause offence or damage or upset.
10. I will never share any images or movies of people in a public space on the Internet.

I agree to abide by the statements of this iPad acceptable use policy

Signed _____ Date _____

