Melview National School

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Approval: Mr. Jimmy O'Connor
Issued By: Ms. Mary O'Boyle

ICT Acceptable User Policy

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 resources and privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions-as outlined in the AUP will be imposed. 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 the 4th September 2017 by the Principal and Staff of Melview N.S Longford.

School's 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:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of 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.
- Students 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.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Students will use the Internet for educational purposes only
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information

- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- Students 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

Email
- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Communications
This is an area of rapidly evolving technologies and uses, a wide range
of rapidly developing communications technologies has the potential to enhance both teaching and learning.

Communication Technologies

- Mobile phones. - If a pupil carries a phone into school it must be given to class teacher in the morning. (Teachers do not accept responsibility for loss or damage).	Not allowed
- Use of mobile phones on school related activities.	Allowed with staff permission.
- Taking photos on personal mobile or personal camera devices on school related activities - Taking photos on school camera or other cameras	Not allowed

devices.	Allowed with staff permission.
• Use of hand held devices eg PDA/ PSP	Not allowed
• Use of personal email addresses in school, or on school network	Allowed with staff permission.
• Use of school email for personal emails	Not allowed
• Use of chat rooms / facilities	Not allowed
• Use of instant messaging	Not allowed
• Use of social networking sites	Not allowed
• Use of blogs	Allowed with staff permission.

Inappropriate Activities

User Actions		
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images	Unacceptable and illegal.
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation	Unacceptable and illegal.
	racist material	Unacceptable and illegal.
	pornography	Unacceptable.
	promotion of any kind of discrimination	Unacceptable.
	promotion of racial or religious hatred	Unacceptable.
	threatening behaviour, including promotion of physical violence or mental harm	Unacceptable.
	any other information which may be offensive to colleagues or breaches	Unacceptable.

	the integrity of the ethos of the school or brings the school into disrepute	
Using school systems to run a private business		Unacceptable
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school		Unacceptable
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions		Unacceptable
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)		Unacceptable
Creating or propagating computer viruses or other harmful files		Unacceptable
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet		Unacceptable

On-line gaming		Acceptable at certain times with staff permission.
On-line gambling		Unacceptable
On-line shopping / commerce		Acceptable at certain times for nominated users.
File sharing		Acceptable at certain times.
Use of social networking sites		Unacceptable.

School Website

• Students 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 students or staff

• Website using facilities such as comments and user-generated content 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

• The school will endeavor to use digital photographs, audio or video clips focusing on group activities.

• Personal student information including home address and contact details will be omitted from school web pages

• The school website will avoid publishing the first name and last name of individuals in a photograph

• The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web

• Students will continue to own the copyright on any work published

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc.) in school if they have permission.

Social Networking Sites

The school does not accept responsibility for inappropriate or abusive material posted on social networking sites that violates the terms and conditions of the site and the school's AUP.

Legislation

- Data Protection (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998

- Interception Act 1993

- Video Recordings Act 1989

- The Data Protection Act 1988

Sanctions

Mobile Phones

- If a mobile phone is brought to school it must be given to the class teacher.
- On the first occasion that phone is found, the pupil will receive one verbal warning.
- On the second occasion that the mobile phone is found, the mobile phone will be sent to principal / school store and will be returned when collected by parents/ guardian only.

Misuse of the Internet will result in disciplinary action, including verbal /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.

The 12 Golden Rules of Web Safety

1. Keep it to yourself. Don't share information about yourself on the Internet.

2. Once you put something on the Internet you can never get it back.

3. Don't give out your full name, address, telephone number, or the name of your school on the Internet.

4. Use Usernames/Screen names that aren't rude or offensive when you are chatting on-line, they only attract the wrong type of people

5. Always respect other people's feeling on the Internet.

6. Be aware that not everyone you meet on the Internet is who they pretend to be.

7. Never meet people face-to-face that you first met on the Internet without having one of your parents/guardians with you.

8. If you receive a message that bothers you, tell an adult. Block the sender and report them.

9. Only give your private e-mail address to someone you know in real life.

10. Be careful of e-mails that are too good to be true, offering you things for free or that ask to be forwarded to all your friends.

11. Don't open e-mails that you receive from people you don't know.

12. Never reply to any message you receive over the Internet that makes you feel uncomfortable.

Signed on behalf of the Board of Management:

Chairman: *Mr. Jimmy O'Connor*   **Date:** *February 2018*

Principal: *Ms. Mary O'Boyle*   **Date:** *February 2018*

See Appendix below for Parental Consent Form