

St. Patrick's BNS, Drumcondra, Dublin 9

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Acceptable Use 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 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the school will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Core Principles of Internet Safety

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations. Schools need a policy to help to ensure responsible use and the safety of pupils.

The St. Patrick's B.N.S. Internet Policy is built on the following five core principles:

1. Guided Educational Use

Significant educational benefits should result from curriculum internet use, including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed internet use will also reduce the opportunities for activities of dubious worth.

2. Risk Assessment

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 must learn to recognise and avoid these risks; to become "Internet Wise". Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material. **(Pupils may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety would be taken in all these locations, but risks in some areas are higher than in others).**

3. Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

4.Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance un-moderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help pupils make responsible decisions.

5. Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

School's Strategy

The school employs a number of strategies in order to maximise 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 minimise 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 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 materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.

- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect 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 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 only under supervision by or 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 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.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Personal Devices

Pupils must leave mobile phones turned off. Any use of the phone in school, sending 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. All use of personal technological devices including media players and games consoles are strictly prohibited. Any breach of these rules will result in the confiscation of the device. Said devices must be retrieved by the pupil's parents from school office.

Legislation

The school will provide, on request, 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

Sanctions

Misuse of the internet may result in disciplinary action in accordance with the school code of behaviour including withdrawal of access privileges and in extreme cases suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

Please note the following points in relation to remote teaching/learning

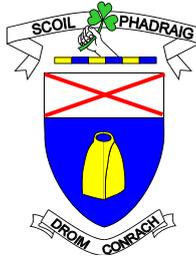
1. Services utilised by the School - such as Twitter, Class Dojo or Screencast-O-Matic - although not owned by St Patrick's BNS, form part of our web services and all content that is placed on these services falls under our Acceptable Use Policy.
2. Many social media sites and platforms have minimum age requirements. While the School cannot monitor this, we would advise parents not to allow their children to have personal accounts on social media sites until they are the appropriate age. Some popular sites require a minimum age of 13 years old.
3. Children should be supervised while using the Internet. Please refer to www.webwise.ie for Internet safety tips, including parental controls and privacy settings.

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Acceptable Use Consent Form

Please review the attached school internet Acceptable Use Policy, sign and return this permission form to the class teacher.

Name of Pupil: _____

Class/Year: _____

Pupil

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 the rules explained to me by the school.

I agree to follow the Acceptable Use Policy
(Please tick box)

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 the appropriate box)

Signature: _____ Date: _____

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Dear Parent/Guardian,

St. Patrick's BNS continues to develop its school website which can be found at www.saintpats.ie. We hope that this will prove to be an invaluable resource in providing parents and children with information on all of the goings on in the school. We also now have a school Twitter account which is used to publicize activities and events in our school community (@saintpatsbns). Please read the information below, sign and return this form to the school as soon as possible.

Natasha Bassett
Principal

Relevant information pertaining to website/school twitter

- The publication of students work will be coordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website/Twitter without parental permission.
- Personal pupil information including surnames, home addresses and contact details will never be published on school web pages/Twitter.
- The school website/twitter will avoid publishing the surname of individuals in a photograph.
- The school will ensure that the image files are appropriately named.
- Pupils will continue to own the copyright of any work published.
- Pupil's work/photographs displayed on the school website may occasionally be used for Parents' Association website. (www.stpatsparents.ie)

School Website/Twitter Consent Form

Please review the attached information regarding our school website and Twitter, sign and return. Thank you.

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

In relation to the school website and Twitter, I accept that if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/school Twitter. I understand and accept the information provided by St. Patrick's School relating to publishing photographs/video/audio clips/work on the school website/Twitter.

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

Parent(s) Signature: _____ **Date:** _____