

Internet Safety: Acceptable Use Policy



The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 19th November 2019

by the Scoil Mhuire Policy Review Committee

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. Students taking steps to bypass the content filter may be subject to disciplinary action.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with education 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.
- 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 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.

School Email

- Students will use approved school email accounts under supervision by, or permission from a teacher.
- Students should not under any circumstances share their email account details with other students
- 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 emails to a teacher is subject to permission from that teacher and **must be for educational purposes only**
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown sender.

Social Media

- Students must not engage in online activities with the intention to harm, harass, or embarrass another student or member of staff.
- Students must not engage in activities involving social media which bring Scoil Mhuire into disrepute.

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.
- The publication of student work will be co-ordinated by a teacher.
- The school website will publish the initial of the first name, and the full surname of individuals in a photograph.

Internet Chat for Educational Purposes

Students may only communicate via the Apps belonging to the approved Microsoft Office 365

Personal Devices/Mobile Phones

Students using their own technology in the school campus without prior permission, such as leaving a mobile phone turned on or using it in class, 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.

The classroom teacher may grant a student permission to use a personal device/mobile phone for educational purposes. When in use the personal device/mobile phone must remain flat to the desk

Personal devices/mobile phones cannot be used in supervised classes.

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action. The school also reserves the right to report any illegal activities to the appropriate authorities.