Acceptable Use Policy

(A.U.P)

for

Internet Usage



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Tramore

Co. Waterford

**School Name**: Glór na Mara Primary School

**Address**: Convent Hill, Tramore, County Waterford.

**Aim**

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP- will be imposed. This AUP was created by the staff of Glór na Mara Primary School in consultation with the, Parents Council and Management.

Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.  It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

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**What is an Acceptable Use Policy (AUP)?**This document addresses the rights, privileges, responsibilities and sanctions associated with the Internet usage within Glór na Mara Primary School. For it to be effective it needs to be reviewed and updated on a regular basis**.**

**Why is it so important?**

* It identifies the school's strategy on promoting safe use of the Internet.
* It defines the parameters of behaviour and specifies the consequences of violating those parameters.
* All pupils should understand the reasoning behind the school's Acceptable Use Policy.
* Any teaching or learning situation that uses, or refers to, the Internet needs to be underpinned by the personal safety issues referred to in the AUP.
* Pupils should hear and experience the same standards of Internet use from all staff.
* Teaching and learning resources that recognise and reinforce the positive role of the Internet should be identified or developed, and their use encouraged.
* **Webwise**: Information and advice for schools should be used by all staff to reference for internet safety.

Internet Safety

The Internet is an excellent resource for education as it offers access to millions of pages of information and resources. It is not controlled by any particular organisation and, as a result, there are risks involved with its use. However, with appropriate precautions, it is possible to significantly minimise the risks involved. The potential benefits for students and teachers using this technology far outweigh any risks involved.

**School’s Strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

**General**

* Internet access is now available in each classroom in the school. This has great potential for the way computers and the Internet is used in education. Internet services **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. However, it is possible that certain websites may be blocked by the broadband filtering system offered through the PDST (Technology in Education). **Websites accessed in the schools broadband go through a level of filtering to ensure that inappropriate sites are excluded.** Where this happens, a “Web Page Blocked” page appears. At the moment there are 6 levels of filtering offered to school. We have opted for Level 4 which allows access to websites including YouTub, but blocks access to the “Social Networking” and “Personal Websites” categories. This filtering level is being constantly monitored by all staff members accessing and using the internet service.
* The school will regularly monitor pupils’ Internet usage. When a request is sent for a web site it has to go through a server in Dublin where it is filtered. So the chances of pupils accidentally viewing inappropriate material is minimised.
* **A poster for Responsible Internet Use, outlining the rules for use of Internet,
will be on display in all rooms.**
* Uploading and downloading of non-approved software will not be permitted.
* Virus protection software has been purchased by the school and is updated on a regular basis automatically online.
* The use of personal memory sticks, CD-ROMS or other digital storage media in school requires a teacher’s permission.
* Students are forbidden to load software on to school computers. They are also forbidden to change settings on a school PC, laptop or iPad.
* 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.)

Educational Uses of the internet
One of the most compelling aspects of the Internet is the fact that it facilitates two-way information flow. This has opened up exciting new learning opportunities for schools by providing access to a seemingly limitless library of information and providing opportunities to work with peers around the world. The following list outlines just some of the ways in which the Internet can be used to enhance learning and teaching:

* Use e-mail and social media platforms, such as Twitter, to communicate with other teachers and students
* Research and gather information using the World Wide Web
* Participate in collaborative school projects, both nationally and internationally
* Publish curriculum resources and school information online
* Join groups with shared goals, expectations and needs
* Work with mentors and subject matter experts
* Access professional development information and peer support for teachers
* Promote links between students with special needs with similar disabilities/difficulties

**World Wide Web**

* Pupils will not visit Internet sites that contain obscene, illegal hateful or otherwise objectionable materials. As our service goes through a very strict filtering process this is unlikely to happen
* Pupils will use the Internet for educational purposes only
* Pupils will be familiar with copyright issues relating to online learning
* Pupils will never disclose or publicise personal information
* Pupils 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**

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

**Internet Forums**

* Pupils will only have access to discussion forums or other electronic communication forums that have been approved by the school
* 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

**Chat Rooms:**

* Pupils are not allowed to access chat room sites on school computers.
* Pupils are not allowed to access social media accounts.

**School Website**

* The school has developed a website reflecting the activities which take place within the school community. Pupils will be given the opportunity to publish projects, artwork or class work on the World Wide Web once the content reflects and adheres to the guidelines of our Acceptable Use of Internet
* A teacher will coordinate the publication of pupils’ work on [www.glornamara.ie](http://www.glornamara.ie)
* 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 of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected
* Personal pupil information including home address and contact details will be omitted from school web pages
* Photographs will not bear the pupils’ surname
* Image files will be appropriately named and will not use the students’ names in the image file name
* Pupils will continue to own the copyright to any work published

**Legislation**

There is no specific legislation governing Internet safety at school level. Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one. There are, however, a number of legislations that have relevance to Internet safety. They are briefly described as follows:

* **Data Protection Act 1998**

 This act was passed in order to deal with privacy issues arising from the

 increasing amount of information kept on computer about individuals.

* **Data Protection (Amendment) Act 2003**

 This amendment extends the data protection rules to manually held records

 and also makes improvements to the public’s right to access data

* **Data Protection Act 2018**
* **General Data Protection Regulation (GDPR)**
* **Child Trafficking and Pornography Act 1998**
This act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography

 **http://www.irlgov.ie/bills28/bills/1997/7397/default.htm**

* **Interception Act 1993**
(The Interception of Postal Packets and Telecommunications Messages Regulation Act 1993). This act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions
* **Video Recordings Act 1989**
This act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer. It would apply where someone in the State supplied this kind of video over the Internet.

**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.

The following support sites are recommended --:

* **Webwise found at :** <http://www.webwise.ie/>

The Webwise project is primarily concerned with the awareness and educational aspects of the NCTE’s strategy. Webwise is the Irish Internet Safety Awareness Node managed by the NCTE.  Webwise provides parents, teachers, and children with educational resources, advice and information about potential dangers on the Internet and empowers users to minimise or avoid these risks. Webwise shares best practice, information and resources with European partners through the European Commission’s Insafe network. The objectives of Webwise are:

 • To promote the safe use of the Internet among school children

 (ages 4- 18), their parents & teachers.

 • To transform actual dangers into risks that they can master as autonomous,

 responsible users.

* **PDST in Technology at** <http://www.pdsttechnologyineducation.ie/>

The **PDST (Professional Development Service for Teachers) in Technology** is an Irish Government agency established to provide advice, support and information on the use of information and communications technology (ICT) in education.

* **SafeKids at :** http://www.safekids.com/

Focusing specifically on promoting the safe use of the Internet, this site offers advice and information on how to ensure that a family’s online experience is fun and productive.

**Sanctions**

Misuse of the Internet will result in the 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.

It is envisaged that school and Board of Management Representatives will revise this Policy on a regular basis. This Policy should be read carefully to indicate that the conditions of use are accepted and understood.

*This* **Acceptable *Use Policy (AUP)*** *has been formulated by submissions from the Parents’ Council & the Teaching Staff and was presented to the Board of Management of Glór Na Mara Primary School for approval.*

**Roles and Responsibilities:**

The school community of BoM, staff, pupils and parents play a key role in the formulation and implementation of the plan.

**Ratification:**

This policy is to be ratified by the BOM following consultation with parents.

**Implementation:**

Implementation will be immediate.

**Review:**

This policy will be reviewed regularly and updated as necessary.

This policy was reviewed and tehn ratified by the Board of Management of Glór na Mara on

**Thursday May 26th, 2022**

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson BOM