



Acceptable Usage Policy of Canon Sheehan Primary School

Educationalists believe in the benefits of curriculum based internet use. The purpose of the AUP is to ensure that pupils will benefit from learning opportunities offered by the schools internet resources, and will be protected from harmful and illegal use of the internet.

Canon Sheehan Primary School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

1. AUP: implement and update an AUP and make teachers, students and parents aware of this
2. Education / Digital Learning: Educate students on how to be safe on the web.
3. Filtering / Monitoring: Install and update a filtering and monitoring system

A combination of all the above strategies will be used rather than over reliance on one.

Sanctions

If a pupil deliberately misuses the internet or email this will result in disciplinary action, including the withdrawal of access privileges. Parents/ Guardians may receive notification of misuse by a pupil.

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 in September 2016 by school staff

PUPILS ACCESS TO THE INTERNET

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project material, playing interactive educational games, learning to touch type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases and bulletin boards throughout the world.

Electronic information research skills are no fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils use of the telecommunications and electronic information will be taught and provided for all classes and will only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

1. Pupils will not be given access to the internet without teacher supervision
2. Internet will be used for educational purposes only
3. Internet sessions will always be supervised by a teacher
4. Pupils will seek permission before entering any internet site, unless previously approved by a teacher
5. Filtering software will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor students internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Teachers will be made aware of internet safety issues
10. Downloading/Uploading of materials not relevant to their studies is in direct breach of the schools AUP
11. Virus protection software will be used and updated on a regular basis
12. The use of personal USB keys, external storage devices or CD-ROMS in school require a teacher's permission
13. Pupils will observe good "netiquette" (Etiquette on the internet) at all times and will not undertake any action that may bring the school into disrepute
14. You Tube and similar sites can be accessed only under the supervision and direction of the teacher
15. All USB keys are to be bought new and used for educational use only

WORLD WIDE WEB

1. Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material
2. Students will never disclose or publicise personal information
3. Students will be aware that any usage, including distributing or receiving information, school related or persona, may be monitored for unusual activity , security and/or network management reasons
4. Students will be familiar with copyright issues relation to online learning

EMAIL

1. Students will use approved class email accounts under supervision by or permission from a teacher
2. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
3. Students will not reveal their own or other peoples, personal details such as addresses, telephone numbers or pictures
4. Students will never arrange face to face meetings with someone they only know through emails or the internet
5. Students will note that the sending or receiving email attachments is subject to permission from the teacher
6. Students are not permitted to use internet chat rooms
7. Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that has been approved by the school
8. Pupils will not send text messages to or from the school email accounts
9. If a child gets an inappropriate message they are encouraged to tell the class teacher / responsible adult immediately.

SCHOOL WEBSITE

Designated staff will manage the publication of material on the school website

1. Personal information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils names will not be published
4. Digital photographs, video clips and audio clips will focus on groups rather than individuals
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of same
7. Permission to publish a student's work will be sought from the pupil/parent/guardian. This permission may be withdrawn at any time by written notification
8. Pupils will continue to own the copyright on any work published

WEB 2.0

With the advent of WEB2.0 the internet has become a two way communication system for the school and the wider community. Services such as SCRIBD, Class Dojo, Facebook, WordPress, Twitter and social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Canon Sheehan Primary School form part of our web services and all content that is placed on these services falls under this policy. For example any content on the schools Facebook account follows the same safety rules e.g. the showing of photos, videos etc.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

1. Many social media sites have minimum age requirements. While the school will not monitor this we would advise parents to not allow their children to have personal accounts on Facebook, Twitter etc. until they are the appropriate age. Many social media sites will be used by teachers in class, e.g. Twitter, However all interactions will be under the supervision of the class teacher
2. Parents and guardians are encouraged to regularly check their child's online activity/ digital footprint. Parents are encouraged to check social media apps (Facebook, snapchat, viber, WhatsApp, Instagram etc.) on electronic devices to ensure they are aware of their child's online interaction with others and approve of same
3. Please do no "tag" content which would identify any children or staff in the school
4. If you are uploading content please make sure it does not identify the child in any way
5. Please make sure photo size is kept as small as possible not bigger than 800x600 pixels
6. Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
7. Avoid any negative conversations about children, staff or parents on social media accounts
8. Please do not request to "friend" a member of staff in the school. It may be awkward for a staff member to be asked to ignore a Facebook or other social media network request
9. Please do not add advertisements to our wall without prior permission of the principal
10. Failure to keep the above rules will result in a permanent ban to our social media accounts

PERSONAL DEVICES

Pupils using their own technology in school, leaving it turned on in class, leaving nuisance messages or the unauthorized taking of images with a camera, still or moving is in direct breach of the school's AUP. Refer to the code of discipline.

EDUCATION AND INTERNET AWARENESS

Canon Sheehan Primary School will undertake an education programme to educate children on the safe, responsible use of the internet. Cyber-bullying has become a significant threat for all. Through education and awareness we aim to limit our children's susceptibility to it as they progress to secondary school. 21st century life presents dangers including violence, racism and exploitation from which young children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks - to become internet wise.

Resources that may be used to implement this programme include

1. NCTE Internet Safety Awareness Video
2. Use of the "KIDS" section of the webwise website
3. SAFT Internet Safety Awareness Education Programme and exemplars
4. Information regarding safe internet use will be distributed to parents
5. Community Gardaí will link in with classes re Internet Safety and Cyber Bullying

Legislation

Parents should familiarise themselves with the following legislation, copies of which can be found on the internet

1. Data Protection 2003
2. Child Trafficking and Pornography Act 1998
3. Interception Act 1989
4. The Data Protection Act 1988

FILTERING

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google search engine has a built in "safe search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed. Canon Sheehan Primary School uses filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCTE.

SANCTIONS

If a pupil deliberately misused the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate / unsuitable websites this will result in disciplinary action, including the withdrawal of access privileges. Parents/ guardians may receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by school staff. The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed: _____

Date: _____