



## *Scoil Náisiúnta Phádraig Naofa*

### *Louisburgh NS*

#### *Acceptable Usage Policy*

The aim of this Acceptable Use Policy for Louisburgh National School 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.

#### 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/ member of school personnel.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. (Blocking systems employed by PDST)
- Students and school staff will be provided with training in the area of Internet Safety as need arises.
- 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, CDs, DVDs, or other digital storage media in school requires a teacher's permission before being used in class situation.
- 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 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.
- Students will be taught in class 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.
- 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.

## **School Website**

- Pupils 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 pupils or staff.
- The publication of student work will be co-ordinated by a class teacher and overseen by dedicated person.
- 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 focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Individual photos of pupils will not be used on the school website.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Pupils require specific permission to bring electronic devices to school. Devices not authorised will be confiscated and returned when collected by parent/guardian or when consent is given by both parties.

## **Support Structures and Education**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will provide classes on safe and responsible use of the internet. School will organise Internet Safety Training for parents periodically.

## **Resources –**

- PDST internet safety awareness video
- [www.webwise.ie](http://www.webwise.ie)

## **Sanctions**

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Misuse of the Internet may result in disciplinary action, 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.

Signed Mr Peter O'Malley

Chairperson Board of Management

February 11<sup>th</sup> 2019