

# Acceptable Usage Policy (AUP)

## ***Bennekerry N.S.***

### **Aim**

The aim of this Internet 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. This ICT Acceptable Use Policy establishes guidelines for using school computers and internet access in an appropriate way. If the school's Acceptable Use Policy (AUP) is not adhered to, access will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour, will be imposed.

It is envisaged that the Board of Management will review the AUP annually. Parents should read the AUP before signing the relevant form, to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are outlined in the following sections of the policy.

### **General**

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

### **World Wide Web**

- Internet will be used for educational purposes only.
- Internet sessions will always be supervised by a teacher.
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
- The school will regularly monitor pupils' Internet usage.
- Pupils will be made aware of the importance of Internet Safety as part of SPHE.
- Pupils will be taught to evaluate the content of the Internet sites.
- Teachers will be made aware of Internet Safety issues.

- Uploading and downloading of non-approved material is forbidden
- Virus protection software will be used and updated on a regular basis.
- The use of external storage devices or CD-ROMs/DVDs in school requires a teacher's permission.
- Pupils will observe good 'netiquette' (etiquette on the Internet) at all times and will not undertake any action that may bring the pupil, his/her family or the school into disrepute.
- 'YouTube' (and other similar sites) can be accessed only under the supervision and direction of the teacher.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

### **E-mail**

Pupils will not be permitted to access e-mail accounts unless they are under the close supervision of a teacher.

### **Internet Chat**

Pupils will not be permitted to access chat rooms, discussion forums or other electronic communication forums at school unless they are under the close supervision of a teacher.

### **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of pupils' work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on the school website.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal pupil information such as home address and contact details will not be used on the school website
- Pupils will continue to own the copyright on any work published.
- Parental permission is sought prior to enrolment to permit the inclusion of children's photographs on the school website.
- Permission is sought from staff members and members of the Board of Management before photographs of them may be included on the school website.

## **Advice for Parents**

Parents and guardians are advised to encourage safe internet usage and monitor their children's online activity. Limited time use for internet usage and appropriate filtering are strongly advised.

The school recommends that primary school children should not take part in social media groups and reminds parents/children that there are strict age limits on membership of most social media platforms. Internet usage should be confined to places in the home that are easily supervised. The use of devices with internet connectivity should be avoided in pupils' bedrooms.

## **Personal Devices**

Pupils are not permitted to bring mobile phones to school. The possession or use of a mobile phone or any electronic device by a pupil anywhere on the school premises or during school-related activities is forbidden. Any infringement of this rule will involve the confiscation of the phone or piece of equipment for a full week from the date of confiscation. It will only be returned to the parent or guardian of the pupil.

## **Cyberbullying**

Bullying is defined in the Anti-Bullying Procedures for Primary and Post-Primary Schools as **"unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time"**. This definition includes cyberbullying, even when it happens outside of school hours. Additionally, the posting of an offensive comment online is considered to be cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Anti- Bullying Policy and Code of Behaviour.

## **Sanctions**

The misuse or the unlawful use of the Internet or ICT equipment during school/class time by pupils will result in disciplinary action as outlined in the School's Code of Behaviour. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges. In extremely serious cases, suspension or expulsion may be considered.

The school reserves the right to report any illegal activities to the appropriate authorities.

## **Internet Safety Advice**

Bennekerry N.S. will endeavour to inform pupils and parents of key support structures and organisations that deal with illegal material and harmful use of the internet, as the need arises. The Parents Association will endeavour to provide regular information seminars for parents in the school on Internet safety and related issues.

Useful websites for further information on online and communications technology.

- [www.iab.ie](http://www.iab.ie) (Internet Advisory Board)
- [www.esafety.ie](http://www.esafety.ie) (Internet Safety Seminars for Schools/Parents)
- [www.ncte.ie](http://www.ncte.ie) (Information on ICT in Education)
- [www.saferinternetday.ie](http://www.saferinternetday.ie) (Includes information on Safer Internet Day)
- [www.webwise.ie](http://www.webwise.ie) (Information advice and tools to parents, teachers and students)

Webwise is the NCTE's (*National Centre for Technology in Education*) internet safety initiative.

## **Links with other School Policies**

This policy is linked to the following school policies:

- Child Protection Policy
- Code of Behaviour
- Anti-Bullying Policy

**The Board of Management of Bennekerry N.S. ratified this policy at its meeting on the 31<sup>st</sup> May 2017.**

**Chairperson BOM Edmund Burke**

**Principal: Maria Doyle**

**Date: 31<sup>st</sup> May 2017**