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# Kilmaley National School Acceptable Usage Policy

## **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 Therefore, if the school Acceptable Use Policy (AUP) is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.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 review the AUP in line with the Anti-Bullying Policy. 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 presented to staff for approval before going on to the Board of Management.

## **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 from the Schools Broadband Network are in place in order to minimise the risk of exposure to inappropriate material.
- The school monitor's pupils' Internet usage.
- Students and teachers will be provided with training 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 USB memory sticks/pen drives, CD-ROMs, or other digital storage media in school requires a teacher's permission and supervision.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Once off or repeated offensive or hurtful public messages, images or statements in school or outside school on a social network site or other public forum where that message can be viewed and/or repeated by other people will be regarded as bullying behaviour.

## **World Wide Web**

- Students will be supervised when on the internet.
- Students should 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.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students should 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 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**

- Students should only use approved school email accounts under teacher supervision.
- Students should not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students should not 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.

## **Mobile Phones/ Unauthorised Smart / Electronic Devices**

Children are not allowed to bring mobile phones or unauthorised smart/ electronic devices inside the school grounds or on any school trip/tour.

- Students found in breach of school policy in this regard will have their phones/ or unauthorised smart/ electronic devices confiscated and Parents and Guardians will have to collect them from the office.

### **Ipads**

- iPad use is permitted in classrooms under teacher supervision.
- Pupils must not change any settings on the iPad.
- Restricted access.
- Pupil use is restricted to educational apps preinstalled.
- Installing Apps is not permitted.
- Use of the camera app to record images and video is only permitted with teacher instruction.
- Images and video recorded on iPads must not be uploaded to any external site without teacher permission.

### **School Website/School App**

- Access to uploading content to the school website is restricted to designated school personnel.

### **Support Structures**

The school will have Internet Safety classes for students and parents where they will be informed about internet safety and the importance of keeping safe at home and at school.

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

PDST/NCTE <http://www.pdsttechnologyineducation.ie/en/>

Webwise <http://www.webwise.ie>

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, 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. Our policy on mobile phones and anti-bullying where applicable will also apply.

Parents/Guardians on enrolment will be asked to complete and sign media consent form and sign that they have fully read, understand and accept the K.N.S. Acceptable Use Policy.

**This policy is regularly reviewed.**