**Acceptable Use Policy (2021-2022)**

**Clonaghadoo National School**

**Aim**

The aim of this Acceptable Use Policy is to ensure that pupils in Clonaghadoo N.S. 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.

This policy was reviewed and adapted in 2021 following consultation with parents, staff and Board of Management.

**Scope**

This policy applies to all staff and students at Clonaghadoo N.S. in their usage of the school’s computers, network and internet facilities in the school or while acting on behalf of the school. This policy is intended to cover all online technologies used in the school, not just those specifically mentioned.

**School Strategy**

Clonaghadoo NS 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 sessions 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. Eg. Using video.link website when sharing Youtube videos.
* The school will monitor pupils’ internet usage.
* Teachers will provide guidelines to students in the area of Internet safety.
* Each staff member shall assume full responsibility for software that s/he installs on the network i.e. software must comply with licensing agreements and be appropriate to class needs.
* Uploading and downloading of software or games by pupils will not be permitted.
* Virus protection software will be used and updated on a regular basis.
* The use of personal digital storage devices in school requires a teacher’s permission.
* Students will observe rules for internet usage as outlined in the school Cyberbullying Policy
* All equipment will be handled with care.
* The use by students of personal devices, including mobile phones is not permitted in the school unless explicit permission has been sought and granted by the Principal.
* Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. Cyber bullying, like all other forms of bullying is not tolerated in Clonaghadoo NS (see Anti-Bullying Policy).

**World Wide Web**

* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will use the Internet for educational purposes only. This allows students to access information and resources for class-work.
* Students will be familiar with copyright issues relating to online learning.
* Students will never disclose or publicise personal information.
* 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.
* Students will not install information or software, e.g. games, programmes or music.

**Email/Internet Chat**

* Students will only use approved class email accounts under supervision by or permission from a teacher.
* 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.
* Students are not permitted to use the chat services available on the Internet.
* Discussion forums and any other form of electronic communication will only be used for educational purposes and will always be supervised.

**School Website**

* The school maintains a website at [www.clonaghadoons.weebly.com](http://www.clonaghadoons.weebly.com)
* Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
* The publication of student work will be co-ordinated by a teacher.
* 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.
* Permission will be sought from parents/ guardians for digital photographs or video clips of students to be published on the school website
* Personal pupil information including home address and contact details will be omitted from school web pages.
* Pupils will continue to own the copyright on any work published.

**Inappropriate material**

* If a student receives or becomes aware of inappropriate or offensive material on the school system he/she should promptly disclose this fact to his/her teacher or Principal.
* If a student mistakenly accesses inappropriate information, he/she should immediately tell his/her teacher or the Principal. This will protect the student against a claim that he/she has intentionally violated this policy.

**Staff/Pupil/Parent Communication**

Electronic communication between staff and pupils, parents/guardians shall adhere to the following guidelines:

* School email address rather than personal email addresses to be used. Communication via pupil email address is not allowed.
* Mobile phone numbers of all parents are held by the school are used frequently to communicate. Staff personal numbers are not for use by parents. Communication via pupil mobile phone is not allowed.
* All electronic communication between school and home will be conducted in a manner which respects confidentiality and data protection.
* The use of ICT and information systems will always be compatible with the professional relationship that exists between the staff and pupils, parent/guardians. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. This expectation is applicable whether using school or personal systems.

**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.

**Acceptance**

The Acceptable Use Policy applies to all staff and students in Clonaghadoo NS. An acceptance form will be signed by:

* Parents/guardians on behalf of Junior Infants. This acceptance will hold for Junior Infants, Senior Infants and First Class.
* Pupils in Second Class. This acceptance will hold for the remainder of the student’s time in Clonaghadoo NS.
* All staff in Clonaghaoo NS.
* Pupils who enrol in classes other than Junior Infants will sign appropriate form on enrolment.

**Support Structures**

Websites offering support and advice in the area of Internet Safety are as follows:

NCTE – <http://www.ncte.ie/InternetSafety//>

Webwise – http:www.website.ie/

Make IT Secure – <http://makeitsecure.ie>

Safe Internet – <http://www.safeinternet.org/ww/en/pub/insafe/>

**Review**

This policy will be reviewed annually.

**Ratification**

This policy was ratified by the Board of Management on 28th January, 2021

Principal: Grainne Finnerty

Chairperson: Bernadette Clear

**Sample Letter to Parents**

*Insert Date*

Dear Parent/Guardian,

As part of the school’s education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise.** We also allow limited access to ‘YouTube’ on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school’s Internet Policy and sign the attached document.

There is also a document for pupils to sign. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal

**Responsible Internet Use**

**Pupil Undertaking**

We use the School computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

* I will ask permission before entering any website, unless my teacher has already approved that site
* I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
* I will not use email for personal reasons
* I will only use email for school projects or similar and with my teacher’s permission
* The messages I send will be polite and sensible
* When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
* I will ask for permission before opening an e-mail or an e-mail attachment
* I will not use internet chat rooms
* If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
* I know that the school may check my computer files and may monitor the sites I visit
* I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pupil(s)

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internet Permission Form**

Name of Pupil(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable

Use Policy and grant permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

**Signature**: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parents/Legal Guardians

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Website**

I understand that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the school’s website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils’ work and photographs of school activities on the website.

**Signature**: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parents/Legal Guardians

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_