

Internet Safety: Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that students in Knock National School 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 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 May 2016 by the school's staff and ratified by the Board of Management on 24th January 2017.

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

1. Internet sessions will always be supervised by a teacher.
2. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor students' internet usage.
4. Students and teachers will be provided with training in the area of Internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission.
8. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Internet

1. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
3. Students will use the Internet for educational purposes only.
4. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
5. Students will never disclose or publicise personal information.
6. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
7. 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.
8. Students or staff members are not permitted to visit Internet sites or to make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

- a. Child sexual abuse images promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation racist material.
 - b. Pornography.
 - c. Promotion of any kind of discrimination.
 - d. Promotion of racial or religious hatred.
 - e. Threatening behaviour, including promotion of physical violence or mental harm.
 - f. Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.
9. Students or staff are not permitted to:
- a. Use systems, applications, websites or other mechanisms that bypass the school's content filtering system.
 - b. Upload, download or transmit commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.
 - c. Reveal or publicise confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords).
 - d. Create or propagate computer viruses or other harmful files.
 - e. Carry out sustained or instantaneous high volume network traffic (downloading/ uploading files) that causes network congestion and hinders others in their use of the internet.
 - f. Engage in online gaming or gambling.
 - g. Use the Internet to share non school-related files.

Email

1. Students in Knock National School may apply for Knock National School Google Apps Account. A copy of the application form is contained in Appendix 2.
2. Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
3. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
4. Students will never arrange face-to-face meetings with someone that they only know through emails or the internet.
5. Students will note that sending and receiving e mail attachments is subject to permission from their teacher.
6. Students will use Google Apps features and facilities e.g. Google drive as per the conditions set out in the application form contained in Appendix 2.

Communication Technologies

Students and their parents/guardians should be aware of the following acceptable and unacceptable practices in relation to communication devices:

Mobile Phones

1. If a mobile phone is brought to school it must be handed up to the class teacher in the morning upon entry to class. The class teacher will store the phone in a locked cabinet. The teacher will return the phone to the child at the end of the day.
2. Students do not have permission to use mobile phones during social times e.g. breaks. They may take phones on school outings if they have specific permission from the teacher(s) in charge of the outing.

Hand-held Devices

Students are not permitted to use personal handheld devices e.g. iTouch, Tablet, Play Station Portable unless they have specific permission from a member of the teaching staff.

School Website

1. Students will be given the opportunity to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
2. The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
3. Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
4. The publication of student work will be co-ordinated by a teacher.
5. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
6. Personal student information including home address and contact details will be omitted from school web pages.
7. The school website will avoid publishing the first name and last name of individuals in a photograph.
8. The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
9. Students will continue to own the copyright on any work published.

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (iPads / USB devices etc) in school if they have permission from a member of the teaching staff.

Legislation

The following legislation relates to the use of the Internet which teachers, students and parents/guardians should familiarise themselves with:

- | | | |
|----|---|------|
| 1. | Data Protection (Amendment) Act | 2003 |
| | http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html | |
| 2. | Child Trafficking and Pornography Act 1998 | |
| | http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html | |
| 3. | Interception Act | 1993 |
| | http://www.irishstatutebook.ie/1993/en/act/pub/0010/index.html | |
| 4. | Video Recordings Act | 1989 |
| | http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html | |
| 5. | The Data Protection Act | 1988 |
| | http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html | |

Support Structures

Students, parents/guardians and school staff should be aware that illegal content posted on the Internet may be reported to the appropriate authorities. For more details in relation to reporting illegal Internet content please go to www.hotline.ie. Children in the school are advised to inform their class teacher if they become a victim of any form of online abuse or bullying.

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.

Permission Form

The content of Appendix 1 is included on the school's Registration Form; therefore, permission is sought with regard to Internet and E mail usage upon enrolment. Children who wish to access Knock National School Google Apps for Education accounts must complete and return the form as outlined in Appendix 2.

Appendix 1 – Parent/Guardian Consent Form

Appendix 2 – Application for Google Apps Account

Appendix 1 - Parent/Guardian Consent Form

Internet Access

As the parent or legal guardian of _____, I have read the Acceptable Use Policy and grant permission for my son/daughter or child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution is taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

Do you accept the contents of this paragraph?

YES No

School Website

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Do you accept the contents of this paragraph?

YES No

From time to time photographs of children will be displayed on the school website. I give the school my permission to display photographs which include my child on the school website.

Do you accept the contents of this paragraph?

YES No

Short videos of children involved in school-related activities will be uploaded to our school website. I give the school my permission to upload videos of school related activities involving my child on the school website.

Do you accept the contents of this paragraph?

YES No

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

Appendix 2– Application for Google Apps Account

Child' Name: _____ (in block capitals)

Class: _____

Room No. _____

I wish to apply for a Google Apps account from Knock National School for my son/daughter or child in my care. I confirm that I understand the following:

1. Full information in relation to the functionality of Google Apps is accessible from <http://www.google.com/enterprise/apps/education/>
2. Google Apps accounts should be used for school related ICT activities only.
3. It is my responsibility to monitor how my child uses the facilities provided in a Google Apps account.
4. The school reserves the right to log into any user's Google Apps account at any time without seeking prior permission to determine if the service is being abused in any way.
5. Google Apps accounts that are used for sending, receiving or storing any content deemed inappropriate or unsuitable by school personnel will be automatically deleted without prior warning.
6. The Google Apps user may change his/her security password at any time. However, parents/guardians may request the school secretary to reset the user's password at any time.
7. Google Apps accounts will be deleted immediately when a student leaves the school. All data stored in the account (e.g. contacts, emails, calendars, files on Google Drive etc) will be automatically deleted.
8. All emails sent from Google Apps accounts will contain the following footer that the account holder is unable to remove: Report Abuse to admin@knockns.ie

Parents/Guardian Signature: _____

Date: _____

Student Declaration

I have discussed the rules listed above with my parents/guardians and give solemn promise to use the Google Apps account for school related ICT activities only. I understand that my teacher or the school principal may access my account at any time to determine if the account is being used inappropriately in any way.

Child's Signature: _____

Rules for using the Internet

1. Students do not have permission to use the Internet without permission from a member of the teaching staff.
2. Uploading and downloading of non-approved software is not permitted.
3. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
4. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
5. Blogs/Instant Messaging/Chat Rooms/Social Networking Sites may only be used by students if they have permission from a member of the teaching staff.
6. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
7. Students will use the Internet for educational purposes only.
8. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
9. Students will never disclose or publicise personal information.
10. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
11. 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.

I have discussed the rules listed above with my parents/guardians and agree to abide by them when using the Internet at school.

Name of student in block capitals:

Signature of Student:

Signature of Parent/Guardian:

Date:
