

Scoil Chormaic
COMMUNITY NATIONAL SCHOOL
SCOIL NÁISIÚNTA POBAIL



Castlemill, Balbriggan, Co. Dublin
Muileann an Chaisleáin, Baile Brigín, Co. BÁC

**Acceptable Use Policy:
Children's Use of
Technology
January 2015**

Introductory Statement

Scoil Chormaic CNS was established in 2010. It is under the patronage of Dublin Dún Laoghaoire Education and Training Board. This policy was formulated in response to several ICT developments in Scoil Chormaic CNS, including the acquisition of a set of devices for student use (iPads) and the roll-out of the school website. Currently the school has a Single Manager but is shortly to gain a Board of Management.

Rationale

Scoil Chormaic CNS is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for pupils and staff. The aim of this Acceptable Use Policy (AUP) 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.

It is envisaged that school and parent representatives will revise the AUP regularly. This version of the AUP was created before the commencement of the 2014/2015 school year and endorsed by the Single Manager.

School Strategies

The school 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

- Access to internet 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.
- The school will regularly monitor pupils' internet usage.
- Pupils 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 USBs or CD-ROMs in school is not allowed, save at the request of a teacher.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

The Internet

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning. Pupils will never disclose or publicise personal information.
- Pupils 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.

Acceptable Use Policy: Children's Use of Technology

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be taught appropriate use of the internet, using the www.webwise.ie teaching materials.

Email

- Pupils will not have independent access to email facilities at school. Any emails to other children/schools, will be sent through school email addresses only.

Social Networks (Very restricted use only)

- The independent use of social networks by pupils is not allowed. However, in certain circumstances, and under the direction of a teacher, it is permissible.
- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meetings with someone organised via Internet chat is forbidden.
- Skype may only be used for contacting with other children/schools for project work, or penpals approved by the teacher. This will only be done under teacher supervision.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the website. Instead photographs, audio or video clips will focus on group activities and children's work.
- Personal pupil information including first name and surnames, home address and contact details will not be used on school web pages. Further and more detailed information relating to child protection is available in the school's Child Protection Policy, which should be read in conjunction with this policy.
- Pupils will continue to own the copyright on any work published.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Teachers will give instruction on appropriate use of the internet and how to use it safely, prior to using it in their classrooms.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities. Misdemeanours will be dealt with by reference to the school's Code of Behaviour, which should be read in conjunction with this policy.

Parental Consent

Parent/Guardian consent to the content of this policy is gained through their agreement to the following sections of the General Consent Form:

Do you consent to your child's photograph and sound and video recordings being used in relation to publicizing school events and activities in our newsletter, website and similar publications?

It is the school's policy to celebrate your child's work and achievements. As a result images of your child and his/her work may appear on our website. At no stage will your child be identified by name. Pupils will only be pictured at a distance and in groups. Do you consent to the school using your child's image in this way?

As a parent or legal guardian I understand that Internet access is intended for educational purposes. I understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Success criteria

- Children who use the internet for classroom activities will understand what they can and cannot do.
- Children will understand how they can use the internet safely.
- The risk involved in using the internet will be managed and reduced.
- School equipment will be maintained safely.

Implementation

Roles and responsibilities

- ICT Coordinator: Informing staff of how best to implement the policy in their classrooms.
- Principal: Providing clarity on the policy's broader context (E.g. child protection). Following up on any action required due to the unsafe or unacceptable use of technology within the school.
- Teachers: Upholding the policy in classrooms.
- Parents: Ensuring children understand the dangers associated with technology and internet use, alongside their benefits.
- Children: Following the direction of teachers with regards the policy.

Timeframe

This policy will be implemented from the time of agreement by the Single Manager/ Board of Management.

Monitoring

The implementation of the policy will be monitored by class teachers, the ICT Coordinator and the Principal.

Review

Timeframe

This policy will be reviewed regularly as the school approaches full vertical status, and as further IT equipment is acquired and deployed.

Ratification and Communication

Approved by: Staff	6/1/15
Approved by: Parents	
Approved by: Single Manager	