



DERRYQUAY
NATIONAL SCHOOL

Internet Safety: Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 Derryquay National 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 on 21/11/2017

By Siobhán Uí Dhónaill

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 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 personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Pupils are expected to treat all school equipment with respect. They should report any loss, damage, or malfunction to their teacher staff immediately.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures.

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- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- 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.
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in conjunction with educational projects such as Green Schools.
- Photographs or videos of the children will only be displayed online with explicit consent from parents/guardians.
- Children will not be named in full – first name will suffice.
- No child shall be photographed and named under that photograph.
- Photographs of individual children will not be published online.

Email

- Pupils will use approved class email accounts under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet is forbidden.

School Website

- Personal pupil information, home addresses and contact details will not be published on the school website.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph.
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.

- The school will ensure that the image files are appropriately named – will not use Pupils’ names in image file names or ALT tags if published on the web.
- Pupils will be given an opportunity to publish projects, artwork or school work on the school Website.
- Teachers will select work to be published and decide on the appropriateness of such.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Permission to publish a student’s work will be sought from pupils/parents/guardians at the beginning of the school year. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.

Legislation

- 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.

Websites

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

Extract from Derryquay Anti-Bullying Policy

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school’s code of behaviour.

However, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school’s code of behaviour.

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This definition includes a wide range of behaviour, whether verbal or written, whether physical or social, whether targeting person or property, whether carried out directly or indirectly or through any electronic or other medium, which could harm a pupil or undermine her/his self-esteem or self-confidence.

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.

School Policies Relevant to Acceptable Use Policy

Anti-Bullying Policy

Code of Behaviour

Mobile Phone and Electronic Games Policy

Ratification and Communication

This policy was ratified by the Board of Management on the 9th of June 2017. It was communicated to parents thereafter.

Review

This policy will be reviewed in 2020

Signed

Cathaoirleach

Príomhoide



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Derryquay School Internet Permission Form:

Student: _____.

Class: _____ Date: _____

As the parent or legal guardian of the above child, I have read the Derryquay School Internet Acceptable Use Policy and grant permission for _____ (name: 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 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

School Website

In relation to the school website, I understand that, if the school considers it appropriate, my child's schoolwork or photograph 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

Photo Consent Form

As the parent/legal guardian of the above child, I have read the Policy on School Photographs and agree to abide by its terms. I consent / do not consent to my child's image appearing in print, in a group situation. I understand that children's names will not appear alongside photographs.

Signature: 1. _____
2. _____ Parents/Legal Guardians



DERRYQUAY
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Letter to Parents/Guardians

Re: Internet Permission Form.

A Thuiste,

As part of Derryquay National School's education programme we offer pupils supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance pupils' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that pupils may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Mise le meas

Siobhán Uí Dhonail

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AUP checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, Pupils and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between Pupils and teachers relating to Internet misuse and safety issues?
9. Are teachers' and Pupils' Internet safety training needs being met?

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 always ask permission before entering any Web site.
- I will not bring personal cd roms, usb external storage devices such as pen drives into school.
- I will not use email for personal reasons.
- I will only use email for school projects 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, phone number or any photos of children or myself with or without names 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 social networking sites.
- 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.

Signed: _____ Parent