



St. John of God G.N.S. Kilmore Road, Artane, Dublin 5

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the school will revise the AUP every two years. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Core Principles of Internet Safety

Internet access is now available to pupils. The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

1. Guided Educational Use

Significant educational benefits should result from curriculum internet use, including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed internet use will also reduce the opportunities for activities of dubious worth.

2. Risk Assessment

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks; to become "Internet Wise". Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material. **(Pupils may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety would be taken in all these locations, but risks in some areas are higher than in others).**

3. Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

4. Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance un-moderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help pupils make responsible decisions.

5. Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

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.
- Students will be provided with training in the area of Internet safety annually.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). This is a skill that will be explicitly taught to the children in an age-appropriate way.
- Students will 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.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may

bring the school into disrepute.

- The school website will provide information and links to other websites such as webwise, saferinternetday.ie, in the parents/HSCCL section.

Pupils' Use of the Internet

Pupils are responsible for good behaviour on the internet. Access to the internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service. However, no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet.

Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the uploading or creation of viruses.

Organisation and Management of Internet Use

Staff will select sites which will support pupils' learning. Pupils may be given details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Teachers will ensure that pupils understand the appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will 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 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

- It is not envisaged at this time that the pupils will be allowed to use email. If introduced,

children in school will only use email for educational purposes and emails will be checked before being sent. Pupils will not be allowed to send personal emails from the school system without permission. In-coming email will be regarded as public and may be examined by any staff member.

Internet Chat

- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication in school. However, responsible engagement with these fora will be covered in the internet safety training provided to the children annually and will explicitly cover never organising face-to-face meetings with someone they have met via internet chat and teaching the children the importance of not disclosing their identity or personal information online to strangers.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the school website.
- Teachers must upload content to the website. Students will not be able to directly publish on the website.
- The website will be checked regularly to ensure that there is no content that compromises the safety of pupils or staff.
- Personal details will not be uploaded to the website.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will not be published without parental consent.
- Students will continue to own the copyright on any work published.

Personal Devices

Although the school discourages bringing any personal devices to school, if parents deem it necessary for their child to have a phone with them, pupils must leave mobile phones turned off. Any unauthorised use of the phone in school, or at school related activities, sending 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. All use of personal technological devices, including media players and games consoles, are strictly prohibited. Any breach of these rules will result in the confiscation of the device and may result in further sanctions being imposed. Said devices must be retrieved by the pupil's parents from school office at an agreed time. If pupils bring personal devices to school they do so entirely at their own risk and the school takes no responsibility for these devices.

Legislation

The school will be cognisant of relevant legislation relating to use of the internet including:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

Misuse of the internet may result in disciplinary action in accordance with the school Code of Behaviour including 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.

Ratified by the Board of Management on: _____

Signed: _____
Chairperson Board of Management

Appendix 1:

**CHILD PROTECTION POLICY
ANTI-BULLYING POLICY
ACCEPTABLE USE POLICY**

**CODE OF BEHAVIOUR
CODE OF GOOD PRACTICE
HEALTHY EATING POLICY**

I/we have received from St. John of God G.N.S

**Child Protection Policy Code of Behaviour Booklet
Anti-Bullying Policy Code of Good Practice Booklet
Acceptable Use Policy Healthy Eating Policy**

I will abide by these policies.

Signed: _____

Parent/Guardian

Parents/Guardians of: _____

Address: _____

Date: _____

Appendix 2:

Dear Parents/Guardians,

St. John of God GNS has developed a school website. This website is used to promote the school in the wider community, inform parents/guardians of upcoming events and to showcase the great work being done in our school by the children and teachers.

At times we will need to use photographs of the children, video clips and samples of their work for the purpose of educating students, informing parents, promoting the school and highlighting achievements and events. Children will never be named in a photograph or appear in a photograph on their own.

Please fill out the permission slip below and return to the school as soon as possible.

I _____ **(Parent/Guardian)** agree to the use of photographs/video clips

of _____ **(daughter's name)** and samples of their work by the school on the school website.