Acceptable Use Policy Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal

Name of Pupil: _____
Year: _____

Pupil:

I agree to follow the school's Acceptable Use Policy on the use if the internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____
Date: _____

Parent/Guardian:

As the parent/guardian of the above pupil, I have read the Acceptable Use Policy, and I grant permission to my son or daughter or the 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 has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Tick as appropriate
I accept the above paragraph ☐   *I do not accept the above paragraph* ☐

In relation to the school's web pages, I accept that, if the school considers it appropriate, details and photos of my son or daughter or the child in my care, school related activities and achievements may be chosen for inclusion on the website. They may be focused on my son or daughter or the child in my care. I understand and accept the terms of the Acceptable Use Policy relating to publishing my son's or daughter's or child in my care details on the school website

Tick as appropriate
I accept the above paragraph ☐   *I do not accept the above paragraph* ☐

Name (Block capitals): _____
Address: _____
_____
Telephone: _____
Signature: _____
Date: _____

Acceptable Use Policy

School Name: _____

Address: _____

_____

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 Therefore, if the school Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy – will be imposed.

It is envisaged that school and parent representatives will revise the Acceptable Use Policy as part of the ICT policy review. Before signing, the Acceptable Use Policy should be read carefully to ensure the conditions of use are accepted and understood.

This version of the Acceptable Use Policy was created on _____
By St. Fintina's Post Primary Policy Group

School's Strategy

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General
- Students will only access the Internet under teacher supervision
- Filtering software and/or equivalent systems will be used to minimize the risk of exposure to inappropriate material
- The school will regularly monitor students Internet usage
- Students 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 floppy disks, USB drives, CD-ROMS or any other digital storage media in the school requires a teacher's permission. Any work that is stored outside of school will **not** be the responsibility of the school
- Students will protect their storage devices with a password
- Students will treat each other with respect at all times and will not undertake any actions that may bring the school into disrepute

School Website and Web pages
- Student's will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- The website, and it's relevant web pages will be regularly checked to ensure there is no content that compromises the safety of pupils or staff
- Website using facilities such as guestbooks will be checked regularly to ensure they do not contain personal details
- The publication of student work will be coordinated by a teacher
- Student's work will appear in an educational context on the school's web pages with a copyright notice prohibiting the copying of such work without expressing written permission
- Student's achievements and school related-activities will be recorded on the school's web pages
- Student's personal details including home address and contact details will be omitted from the school's web pages
- The school will endeavour to use digital photographs, audio or visual clips focusing on group activities on the school's web pages
- The school will ensure the school's web pages will avoid publishing the first name and last name of individuals in a photograph
- Content focusing on individual students will only be published on the school's web pages with written parental permission
- Video clips may be password protected
- The school will ensure that the image files are appropriately named – will not use student's names in image file names or ALT tags if published on the school's web pages.
- Students will continue to own the copyright on any work published

World Wide Web
- Students will use the World Wide Web under supervision by or permission from a teacher
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will report accidental accessing of inappropriate materials to the supervising teacher
- 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)
- 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

Internet Chat

- Students 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 chat will be forbidden

Email
- Students will use approved class email accounts under supervision by or permission from a teacher
- Students will not send or receive any material that is illegal, obscene, or defamatory or that is intended to annoy or intimidate another person
- 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 or receiving email attachments is subject to permission from their teacher

Personal Devices

Students 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, still or moving, is in direct breach of the school's Acceptable Use Policy

Legislation

The school will provide information on the following legislation relating to the use of the Internet which teachers, students and parents should familiarize themselves with:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organizations that deal will illegal material or harmful use of the Internet

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspensions or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities