BOM & LMETB Ratification/Resolution Process for This Policy

BOM Ratification

Date Ratified by the Board of Management:	2nd October 2019
Proposed By:	
Seconded By:	Paulene Russell
Signed:	***(Chairperson, BOM)***
Scheduled Date for Review of the Policy:	October 2021

LMETB Ratification/Resolution of the ETB Board

Date of Resolution of ETB Board	
Signed	***(Chairperson)***

Coláiste Clavin

ICT Acceptable Use Policy 2019

The aim of this Acceptable Usage 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 both 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Our 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 usage by pupils in class 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. Our filtering system is provided by 'Fortiguard Web Filtering' through the PDST. The Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity, and hosted services including content filtering, and security services including anti-virus control and a centralised firewall. These services are managed by the Schools Broadband Team which includes PDST Technology in Education working closely with the Department of Education and Skills and HEAnet. Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools.
- Parents can access advice on safe internet usage by visiting www.webwise.ie
- Uploading and downloading of non-approved software and apps will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks, CD-ROMs, or other digital storage media in school by students is prohibited unless specifically permitted by a teacher for a specific purpose.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Our filtering system makes this very difficult.
- 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.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be made 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.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with and approval of the Principal and web administration team regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Persons only with administrative rights can make additions to website or twitter account
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website /social media or publicity items without the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- 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 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 unauthorised taking of images with a mobile phone camera, 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 use of the Internet which teachers, students and parents should familiarise themselves with:

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

Support Structures

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

Sanctions

Misuse of the Internet, email, school website or blogs will result in disciplinary action, including yellow/red card system, withdrawal of access privileges. The school also reserves the right to report any illegal activities to the appropriate authorities.

Consent Form for Coláiste Clavin, Longwood, Co. Meath.

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

Name of Pupil _____ **Year of Pupil** _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of 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 or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for 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 accidentaly or purposely access unsuitable websites. Pupils using the internet will always be supervised.

I accept the above paragraph □ **I do not accept the above paragraph** □

(Please tick as appropriate)

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 children's work on the school website. Work to be posted on the website may include examples of the following: Project work, art work, creative writing etc.

I accept the above paragraph □ **I do not accept the above paragraph** □

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's photograph may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's photographs on the school website. Children will never be photographed alone. The school will avoid using names where possible. If names are used, only first names will be posted.

I accept the above paragraph □ I do not accept the above paragraph □

(Please tick as appropriate)

Signature: _____ **Date:** _____

Print Name _____