

## Internet Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions- as outlined in the AUP- will be imposed.

In light of the increase in social media communications and internet activity, all school personal including students must remain aware that creating, storing and publishing images, including video and audio files, must adhere to data protection and other relevant legislation, (which includes the Code of Behaviour, Child Protection and Anti-Bully Policy at Ballinrobe Community School).

Individuals' personal rights, privacy and reputations must be safeguarded at all times. Teachers, students, parents and guardians must be aware of the risks associated with publishing digital images on the internet, cognisant of the fact that these digital images remain available on the internet indefinitely and may cause harm to individuals, not only at the time of publication but also in the future. Derogatory comments published to cause offence to any member of the school community is not also tolerated.

It is envisaged that the Staff, Students, parent representatives and the Board of Management revise the AUP periodically. Before accepting, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

### **School's Strategy**

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

#### **General**

- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' 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 on a regular basis.
- The use of personal storage devices or USB's in school requires a teacher's permission.
- Students 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.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.

- Students will never disclose or publicize 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.

### **E-mail**

- 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, 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 and receiving email attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to appropriate educational 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.
- Usernames will be used to avoid disclosure of identity.
- Face-to face meetings with someone organized via Internet chat is strictly forbidden.

### **School Website**

- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be coordinated by a teacher.
- Pupil's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website without parents/guardian permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

### **Legislation**

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

- GDPR
- 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 students and parents of key supports and organizations that deal with illegal material and 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, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

By enrolling in Ballinrobe Community School you are signifying acceptance of its policies. If you wish to raise any specific issues relating to these procedures please do so in writing to the Principal prior to your child attending the school.