



# St. Mary's B.N.S.

---

Haddington Road, Dublin 4. Phone: (01) 660 3742 Fax: (01) 667 7251  
E-mail: mbrew@stmarysbns.ie

## **Internet Safety: Acceptable Use Policy**

The aim of this Acceptable Use Policy (AUP) is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This policy will be reviewed as necessary. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **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
- Staff of St.Mary's BNS 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 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

#### **World Wide Web**

- 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 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 by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- 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**

- Students will use approved class email accounts (when necessary), 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

### **School Website**

- Students may be given the opportunity to publish projects, artwork or school work 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 will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- 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 only be published on the school website with parental permission
- Personal student information including home address and contact details will be omitted from school web pages
- The school website may use pupils' Christian name only.
- Students will continue to own the copyright on any work published.

### **Personal Devices**

Students using their own technology in school should follow the rules set out in this agreement. They will only use personal hand held / external devices (mobile phones / USB devices etc) in school if they have permission. As a rule, mobile phones must be switched off during the school day and photos of other pupils **must not** be taken in school.

### **Legislation**

Information on the following legislation relating to the use of the Internet is available, which teachers and parents should familiarise themselves with:

- 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 support structures and organisations that deal with 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, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Updated March 2014

## Permission Form Template

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

**Name of Student:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

### **Student**

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.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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 students access unsuitable websites.

**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 students' work on the school website.

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

*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that from time to time, pupils' photographs may be taken at school visits to eg local libraries, The Ark Children's Theatre, tours etc and may be published or displayed. Pupils' names will not be used. I am happy for my son's photo to be used as explained above, for the duration of his time in St. Mary's BNS.

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

*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_