***Acceptable Usage Policy***

***Saint Michael’s N.S.***

***Castletown Geoghegan***

**Acceptable Use Policy (AUP)**

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 Therefore, if the school’s AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in AUP - will be imposed. It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This policy was developed by the staff of the school.

**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 or staff member.
* 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 pupil’s Internet usage.
* Students, parents 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.

**Remote Teaching and Learning**

All members of the school community will abide by St. Michael’s NS Remote Learning Policy. This is available on our website or from the school office.

**World Wide Web**

* Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will report pupils accidentally 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 materials or images not relevant to their studies, is in direct breach of the school’s acceptable use policy.
* Students will be aware of 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 under supervision by or permission from a teacher.
* Students will not send or receive any material that is illegal, obscene, and 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 chat rooms, discussion forums, messaging or other electronic communication for reasons 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.
* User names will be used to avoid disclosure of identity.
* Face to face meetings with someone organised via Internet chat will be forbidden.
* In the case of school closures and distance teaching and learning, all members of the school community will abide by the St. Michael’s NS Remote Learning Policy.

**School Website**

* Pupils will 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 teachers and secretary will manage the uploading of content onto the website.
* The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
* Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
* The publication of student work will be co-ordinated by a teacher.
* Pupils’ work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
* 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 without the parental permission. Video clips may be password protected.
* 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 in school**

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. These devices will be confiscated by the class teacher and kept until a parent comes in to collect in the office.

**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 – GDPR (Act 2018)
* Date 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.

**Permission Form**

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

**Ratification**

The Acceptable Usage Policy of St. Michael’s N.S. Castletown Geoghegan was ratified and sanctioned by the Board of Management.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson, Board of Management Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal Date

**St. Michael’s N.S.**

**Castletown Geoghegan**

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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.

Parent’s Signature on behalf of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Guardian*

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy (available on the school website www.castletownns.weebly.com) 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 access unsuitable websites.

I 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 school work 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.

I accept the above paragraph:

 *(Please tick as appropriate)*

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_