**Solas Chríost National School**

**ICT Acceptable Use Policy**

**Introduction**

This version of the AUP was created by the ICT Co-ordinators, the school staff, parents and Board of Management of Solas Chríost National School.

**Aim**

The aim of this ICT Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet resource 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 Therefore, if the school’s AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

Parents will be asked on an annual basis whether or not they grant permission for their child to access the Internet while in the school and whether or not they accept this ICT Acceptable Use Policy. Parents who do not accept either of these aspects are requested to put in writing what aspect of the policy that they do not accept, in relation to their child, so that the school can accommodate accordingly. The **ICT Acceptable Use Policy – Parental Permission Form (Appendix A)** will be printed in the children’s homework journal annually.

This policy would in conjunction with the following school policies:

|  |  |  |
| --- | --- | --- |
| Code of Behaviour Policy | Anti-Bullying Policy | Child Protection Policy |
| Safety, Health & Welfare Policy Statement | Data Protection Policy | Mobile Phone Policy |

**School’s strategy**

The school will employ 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. Our filtering system is provided by ‘Fortiguard Web Filtering’ through the PDST Technology in Education’. ([www.pdsttechnologyineducation.ie](http://www.pdsttechnologyineducation.ie))
* Teachers will be trained and students will be taught lessons in the area of Internet safety.
* Uploading and downloading of non-approved software and apps will not be permitted.
* Virus protection software will be used as necessary and will updated on a regular basis.
* The use of personal, memory cards, 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 or cause harm or distress to others in the school i.e. (cyber-bullying).
* Each child will have their picture uploaded to the school’s database for identification and safety purposes which will be restricted to school personnel.

**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, under the direction of the teacher.
* 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 that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

**Google Apps for Education / Email / Internet Chat**

* Google Apps for Education will be made available to children in 5th and 6th classes during the school year.
* Google Apps for Education will be set up to enable children to create digital portfolios of their work which can be worked on at home or in school
* The school and parents will have full access to their children’s Google Apps for Education
* Written consent will be received from parents before children will be given Google Apps for Education accounts
* All Google Apps for Education Accounts will be monitored by school staff.
* Google Apps for Education accounts created for children will remain the property of Solas Chríost National School. The school principal may close any account created at their own discretion. Accounts will be closed when children are no longer enrolled in the school.
* If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
* Students will use approved class email accounts in school 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, photographs or passwords.
* Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
* Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.
* Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person i.e. (cyber bullying).
* Students will note that sending and receiving email attachments is subject to permission from their teacher.
* Students will only have access to closed 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 organised via Internet chat rooms will be forbidden.

**School Website**

* The school website is www.solaschriost.ie
* Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web
* The publication of student work will be co-ordinated by a teacher.
* Pupil’s work will appear in an educational context on Web pages with a copyright notice prohibiting the copy 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 parental permission.
* The school website will avoid publishing the first name and last name of individuals in a photograph.
* Personal pupil information including home address and contact details are to be omitted from school web pages.
* The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names.
* Pupils will continue to own the copyright of any work published.

**Personal Devices**

* Pupils are not permitted to bring in any electronic devices into school without the permission of the class teacher.
* 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 unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school’s acceptable use policy.

**School Concert’s, Events and Activities**

Photographs and or video taken by parents or relations during school concerts, events or activities that include children from outside of the child’s family must not be posted online or to any social media websites.

**Legislation**

The school will adhere to legislation relating to use of the Internet with which teachers, students and parents should be familiar.

* 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, parents and teachers of key support structures and organisations that deal with illegal material or harmful use of the Internet. Parents and teachers can access advice on safe internet usage by visiting www.webwise.ie

**Sanctions**

Misuse of the Internet and cyber-bullying may result in disciplinary action in accordance with our school’s Code of Behaviour Policy and the school’s Anti-Bullying Policy. This may include the withdrawal of access to iPads and computers. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Review**

This policy will be reviewed annually.

**Ratification of the ICT Acceptable Use Policy**

This policy was adopted and ratified by the Board of Management on 23rd September 2019

Signed: Anthony Feeney

Chairperson of Board of Management

Date: 23rd September 2019

Date of next review: November 2020

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**(Appendix A)**

**Parental Permission Form**

Please review the school’s **Internet Acceptable Use Policy,** then fill in and return this permission form. (The policy is available on the school’s website [www.solaschriost.ie](http://www.solaschriost.ie) and from the secretary’s office).

**Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| As the parent(s) or legal guardian(s) of the above pupil I/we have read the IT Acceptable Use Policy and  **Grant Permission** □ **Do Not Grant Permission** □ (please tick)  for my child to **access the Internet** while in school. I am aware that **Internet access** is intended for educational purposes only. I also understand that every reasonable precaution will be taken by the school to provide for online safety and child protection. |
| As the parent(s) or legal guardian(s) of the above pupil I/we have read the IT Acceptable Use Policy and  **Accept** □ **Do Not Accept** □ (please tick)    the outlined practices, including the practices relating to the school’s website (www.solaschriost.ie) and the publication of children’s work online. |

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

Parent/Guardian

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

Parent/Guardian