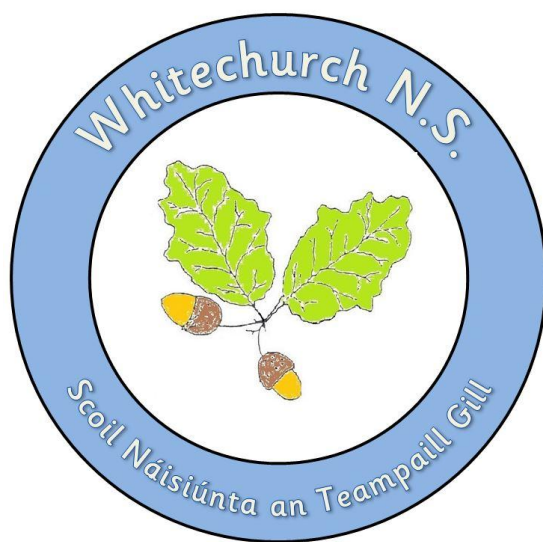# Acceptable Use Policy

May 2018

Whitechurch National School
Whitechurch Road, Rathfarnham, Dublin 16 Ireland
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Chairperson   *Principal*   *Deputy Principal*
Rev. Canon A. H. McKinley   *Ms. Sarah Richards*   *Ms. Judy Brown*

Whitechurch National School
Acceptable Use Policy for Pupils (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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and Board of Management representatives will revise the AUP periodically. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was updated in January 2013 by the ICT coordinator and Principal in consultation with the staff and Board of Management of Whitechurch National School. It was reviewed by the teaching staff in May, 2018 to ensure that it still met the requirements and technological advances of recent years.

See also: Mobile Phone policy, Child Protection Policy, Code of Behaviour, AUP for Staff
……………………………………………………………………………………………

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
- Content filtering software utilised by the National Centre for Technology in Education is in place across the school's internet network.
- Children's internet use is closely monitored and is always supervised by a teacher.
- Students and teachers will be provided with training in the area of Internet safety e.g. the Web-Wise programme.
- 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 Memory Sticks, CD-ROMs or other digital storage media 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.

Internet and Computer/iPad use
- 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 publicise 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.
- Downloading/changing wallpaper on school devices is not allowed.
- Students will not change any passwords or settings on school computers or iPads.

Email
- Email will be used for educational purposes only.
- 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 to meet someone over the internet.
- Sending and receiving email attachments is subject to permission from their teacher.

Internet Chat/ Comments
- Students are not permitted to use internet chat rooms or to comment online.

School Website
Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. Designated teachers will manage the publication of material on the school website adhering to the stipulations below.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- Class lists will not be published.
- Pupils' full names will not be published beside their photograph. Only Christian names will be used.
- Digital photographs, audio and video clips will focus on groups and group activities rather than on individual pupils where possible.
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
- Teachers will select work to be published and decide on the appropriateness of such work.

- Permission to publish a pupil's work and/ or photograph will be sought from parents/guardians at the outset of the school year. This permission may be withdrawn at any time by sending written notification to the school office.
- Teachers will check that any pupils who are appearing in photographs on the school website, have parental permission for same. Where a pupil does not have permission and they are in a group photograph, the pupil's face may be blurred out.
- Pupils will continue to own the copyright on any work published.
- No comments are published on the school website or class blog pages.
- Teachers will continue to communicate with parents through the school office email, written notes, phone calls and face to face meetings. Parents/ Guardians are reminded that a teacher's primary responsibility is the care and education of their pupils and therefore teachers are not able to meet during class time unless by prior and special arrangement. Parents/ Guardians wishing to meet with a teacher should make an appointment with the teacher or through the school office.

Personal Devices/ iPads

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 are in direct breach of the school's acceptable use policy.

Taking unauthorised videos or photographs with the iPads is in direct breach of the school's AUP.

Personal electronic and computing devices are not permitted in school. The school will not accept any responsibility for lost, stolen or damaged items of this nature.

Please see the school's Mobile Phone Policy for further information on pupil mobile phones.

Social Media

All social media is blocked in the school by the web filtering service. However your child may encounter social media websites outside school.

The following are guidelines for safe social media use:

1. Parents should monitor closely their child's use of the internet on computers and portable media devices eg. smartphones, MP3 players, game consoles etc.
2. Internet use should be in a main area of a house and not in a child's bedroom.
3. We would advise parents not to allow their children to have personal accounts on Facebook, Twitter etc. until they are at the appropriate and legal age.
4. Please do not "tag" photographs or any other content which would identify any children or staff in the school.
5. If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800 x 600 pixels)
6. Please ensure that online messages and comments are respectful.
7. Avoid any negative conversations about children, staff or parents on social media accounts.
8. Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.

Sanctions
Misuse of the Internet may result in disciplinary action as outlined in the School's Code of Behaviour. The school reserves the right to withdraw IT privileges where deemed necessary. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review
This policy is to be reviewed regularly and amended as necessary to ensure that it meet the current needs of the school, keeps up to date with new technology, and follows Department of Education procedures and any relevant legislation.

Ratification
This revised policy was ratified by the Board of Management in May 2018.

This policy was adopted by the Board of Management on_____[date]

Signed: _____ Signed: _____

Chairperson of Board of Management   Principal

Date: _____ Date: _____

Whitechurch National School
Computer Use and Website Permission Form

Please review the school Acceptable Use Policy, sign and return this permission form to the Office, Whitechurch National School.

Name of Pupil/Pupils:_____

_____

Class/Year:_____

Pupil: I agree to follow the school's Acceptable Use Policy on the use of the Internet in a responsible way and obey all the rules as outlined in this policy. (in the case of Junior Infant pupils, a parent may sign on their behalf).

Parent/ Pupil's signature:_____ **Date:**_____

Pupil's signature:_____ **Date:**_____

Pupil's signature:_____ **Date:**_____

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 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 children's work on the school website.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Signature: _____   Date: _____

Address: _____   Telephone: _____

Permission for Photographs to be published on the School Website

(This consent forms part of the General Consent Form issues at the start of each academic year)

I consent that my child's/children's photograph(s) may be published on the school website, bearing in mind that photographs will consist of group activities where possible. I understand that if I do not consent, my child's face may appear blurred out in a group activity.

I do consent to my child's/children's photograph(s) being published on the school

website. ☐

I do not consent to my child's/children's photograph(s) being published on the

school website. ☐

Pupil name: _____

Pupil name: _____

Pupil name: _____

Signed (parent/ guardian):

_____

Date: _____