

Scoil Choca Naofa
Acceptable Use Policy 2014

AIM: to ensure that pupils will benefit from the learning opportunities offered by the school's Internet resources in a safe and effective manner.

School's Strategies

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet:

1. AUP
2. Education
3. Filtering /monitoring

NCTE provides very high levels of filtering, anti-spam, and anti-virus. Secure e-mails will be provided for teacher and class groups as requested.

General

- A teacher will always supervise Internet sessions.
- NCTE Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly/may at any time 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 and updated on a regular basis.
- The use of personal floppy discs or CD-ROMs 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.

World Wide Web

- 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.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher and 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 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 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 meeting with someone organised via the Internet will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- A teacher will coordinate the publication of student work.
- 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.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips will be password protected.
- Personal pupil information including home addresses 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 information on the following legislation relating to the use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and their parents of key structures and organisations that deal with illegal or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warning, 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.